

Greenwood Elementary Before & After School Clubs Club Coordinator Job Description & Responsibilities Coordinator

The Clubs Coordinator:

1. Creates the Club Schedule for 3 Quarters; this includes:

- a. Interviewing all potential Club Instructors/Programs
- b. Reviewing Proposals submitted by Instructors or Programs for Club offerings
- c. Working with PTA Finance Committee, or member of the committee, to set pricing and salary structure for each club
- d. Presenting Clubs proposal to the PTA Board in writing prior to sending out Parent Packets. Proposal to include:
 - List of Clubs to be offered (Indicate if it is a Business/Parent/Teacher organized clubs)
 - Salary structure for each Club Instructor
 1. **IMPORTANT NOTE:** For any Club Instructor who wants to donate their salary back to the school – An invoice for the Club Session must still be submitted with Total Payment amount equal to what the PTA would have paid the Club Instructor, and a Total Due amount equal to \$0.00. The PTA Treasurer will then provide the Club Instructor with a written letter for the Donation of the Club Instruction for tax purposes.
 - Pricing structure for each Club
 1. Pricing should be based on type of club, length of club, required student minimum attendance, and other factors determined by the Club Coordinator and Treasurer
 - List of Volunteer Needs for each Club
 - Any outstanding issues, concerns, questions
- e. Establishing Volunteer needs for each Club based on proposal; work with Club Instructor and the School's Volunteer Coordinator to recruit parent volunteers as needed
- f. Assisting Club Instructor with Curriculum, as needed

2. Create Club Brochure for each Quarter

3. Distribute Parent Clubs Packet no later than two (2) weeks prior to start of Club Quarter (Parent Club Packet = Club Brochure, Waiver/Registration Form, Parent Information document and Scholarship/Volunteer Waiver Request)

- a. Email Packet forms to President@GreenwoodPTA.org to be sent to Community Group
- b. Send Packet via Kidmail – sufficient copies provided for each Teacher; *** Kidmail information usually distributed on Wednesdays only ***

Greenwood Elementary Before & After School Clubs Club Coordinator Job Description & Responsibilities Coordinator

- c. Email Packet forms to webmaster@GreenwoodPTA.org for posting on www.GreenwoodPTA.org website
- d. Submit article to weebee@GreenwoodPTA.org
- e. Printed Packet Copies provided to:
 - Ms. Kelly in Main Office (1 copy)
 - PTA Information box in Main Office next to Entrance (multiple copies)

4. Establishes the due date for Waiver/Registration forms that is at least one (1) week prior to the start of the Club Session

5. Processes Waiver/Reg. forms

- a. Separate forms by Club
- b. Create separate Excel document to be sent to Staff and Teachers. Include the following information in four (4) columns (See Club Roster for Staff document):
 - Student's Name, teacher's last name, club, and club day
- c. **Send out Confirmation to each student who is in clubs! (see form)**

6. Tracks Payments (with Treasurer's help, as needed)

7. Evaluates Scholarship and Volunteer requests

- a. Contact parent/guardian by letter or email or phone to let them know if there is acceptance or refusal of the Scholarship or Volunteer waiver request.
- b. The Clubs Coordinator consider all requests made, but it is at the discretion of the PTA Board to limit the number of Scholarships per family, per club or per quarter.
- c. Begin with \$45 payment for the club for the entire session. Negotiations can go from there.

8. Submits Building Use Permits for each club, every quarter. See Ms. Kelly in the Main Office for permits and instructions. Also check with the teacher who uses that space during school hours about the room. Let them know what club will be using the room, activities, etc.

9. Ensures each Club Instructor has a "Start of Club Packet" and a plan for Snacks

- a. "Start of Club Packet" must contain, but is not limited to:
 - Background Check form (returned prior to start of Club to the Volunteer Coordinator)
 - W-9 form (returned to the PTA Treasurer so that final invoice can be paid)
 - The Waiver/Reg. form is the Roster. There should be one Form per child. This form has emergency contact names and #s and check-in/check-out signature lines

Greenwood Elementary Before & After School Clubs Club Coordinator Job Description & Responsibilities Coordinator

- The school's Incident Reporting Form
 - b. Snacks are given to students at the beginning of Club
 - c. All students receive one serving of snack per club
- 10. Assists Club Instructors with any questions or issues**
- 11. Follows up on Late Waiver/Reg. Forms**
- a. Acceptance of a Late Registration is at the discretion of the Club Instructor
 - b. If Late Registrations are acceptable to Club Instructor, submit late forms to Club Instructor so they can contact Student's parents/guardians ASAP
 - c. The Club Coordinator must update the Teacher's Student Roster as well as alert the teacher via email that one of their Students has had a late Reg. To a club and will be attending on (give exact day/date). *** Club Roster list should be located by the door of each Teacher's room **
- 12. Incident/Accident Reporting**
- a. The PTA and Clubs Coordinator are only responsible for a Student's well being and safety once that Student is checked in to the club. The Club Instructor and Club Volunteers are expected to maintain a safe and controlled atmosphere during the Club session. The following procedures should be followed:
 - **For unaccounted for students:** Parents/Guardians are responsible to alert Club Instructors if the student will be absent. If the Parent/Guardian hasn't alerted the Club Instructor, The Club Instructor or a volunteer should contact :
 1. Main Office to see if the Student was absent, or had an early dismissal, **and/or**
 2. Parent/Guardia phone numbers listed on Waiver/Registration forms, **and/or**
 3. Additional Person(s) listed on Waiver/Registration form as specified under SPECIAL INSTRUCTIONS FOR CLUB INSTRUCTOR.
 - **For Accidents:** If an accident or injury occurs, that routine comforting and basic steps aren't sufficient to address the injury, then the Club Instructor is responsible for calling the Student's family immediately. If the Club Instructor's judgment of the injury is serious enough to require immediate medical attention, the Club Instructor will call 911. **District Incident Reports???**
 - **Behavior Problems:** Each instructor should set their own guidelines for behavior, as well as following general School rules (no food/drink in the gym or library, no running in the halls, etc.). Behavior that endangers or that constitutes cruelty or bullying won't be tolerated. It is at the discretion of the Club Instructor to address behavioral issue, and to call upon the Club Coordinator and PTA Board to support decisions made as to behavioral issues. The Club Instructor can expel a

Greenwood Elementary Before & After School Clubs Club Coordinator Job Description & Responsibilities Coordinator

student from a club for cause, subject to approval of the Club Coordinator and PTA Board (a written notice by letter or email is helpful).

The Club Coordinator does NOT...

1. ...need to be onsite for every Club Session
2. ...write the Club description for the Brochure. Club Programs/Instructors are responsible for writing their Club's description and providing it to Club Coordinator
3. ...set price/salary structure for Clubs. This is done with the Finance Committee or member, and approved by PTA Board.
4. ...contact student's with confirmation of late registration; Club Instructors are responsible for contacting late registrations to let them know when to begin attending the club.

CLUBS CALENDAR

The "CI" denotes the month that Club Coordinator is working with Club Instructors/Programs to create Clubs Brochure

The "CP" denotes the month that the Parent Clubs Packet is to be delivered; Delivery should be schedule no less than two (2) prior to the Club Session starting

	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY
QTR 1	CI	CP										
QTR 2				CI	CP							
QTR 3							CI	CP				

CLUBS COORDINATOR QUARTERLEY CHECKLIST:

Task:	QTR 1	QTR 2	QTR 3
Club Instructors or Programs Contacted			
Design Brochure			
Waiver/Reg Form Ready			
Parent Packet Sent to Families			
Roster emailed to Staff & Teachers			
Waiver/Reg Forms Sorted by club			
Payment Tracking; work with Treasurer			
Parent Volunteer & Scholarship Approvals			
Club Instructor Packets Given to Instructors			
Late Registrations			

**Greenwood Elementary Before & After School Clubs
Club Coordinator Job Description & Responsibilities Coordinator**

CLUBS COORDINATOR PAPERWORK CHECKLIST

	Club Instructor	Parents	Ms. Kelly in Main Office	"Weebee"	Website	PTA Treasurer	PTA Info Box
Clubs Packet		X	1 copy		X		X
Completed Waiver/Reg Form	X						
Incident Report Form	X						
W-9	X						
Background Check form	X						
Building Use Permits			X				
Club Coord. & Instructor Invoices	X					X	