

Job Vacancy – Enrollment Coordinator

Red Caboose School Age Programs

Year Round Position

Starting December 2016

Job Description:

The Enrollment Coordinator position is a part time position that offers support to the Billing Coordinator and the School Age Program Director. They are responsible for enrollment using Word, Excel, and Publisher as well as communicating with families. This position must be able to treat each child and their families with respect, dignity, and caring, and be supportive of cultural differences, special needs, and different family structures.

Year Round Position:

3 - 5 days a week, school year and summer

10 - 15 hours a week

Wages: 11.00 (3 month probation) - \$11.25

Benefits: sick/vacation time, holiday pay, & staff development

Minimum Requirements: High School Diploma or equivalent. Experience and knowledge of Word, Excel, and Publisher.

For more information and application

Call Andrea Suarez, School Age Program Director at 251-5432 or email school.age@redcaboose daycare.org

Positions are open until filled

Affirmative Action - Equal Opportunity Employer, Males & Minorities Encouraged to Apply

Red Caboose Day Care Center, Inc.
ADMINISTRATIVE ASSISTANT JOB DESCRIPTION
SCHOOL AGE PROGRAM

Overall Responsibilities

The Enrollment Coordinator position is a part time position that will offer support to the Billing Coordinator and the School Age Program Director. They will be responsible for enrollment using Word and Excel to maintain waitlists as well as communicating with families. This position must be able to treat each child and their families with respect, dignity, and caring, and be supportive of cultural differences, special needs, and different family structures. The EC reports to the School Age Program Director.

I) Qualifications

- A) Education – Must hold a High School Diploma or equivalent.
- B) Experience – Must have experience and in depth knowledge of Microsoft Word, Excel, and Publisher.
- C) Skills - Must demonstrate problem solving, organizational, interpersonal and communication skills.

II) Specific Duties

- i) Keep track of enrollment using Excel for After School and camp, including new enrollments, change of schedules, program withdraws, drop-ins, roll sheets, FTEs and waitlists.
- ii) Communicate with parents regarding School Age program enrollment.
- iii) Create and maintain children's files.

III) Other duties

- iv) Maintain confidentiality regarding all staff, children, and families.
- v) Comply with all Red Caboose policies and procedures.
- vi) Assist the center in answering phone calls.
- viii) Other duties that fall within the scope of the job description as directed by the supervisor.

10-19-2016



Application for Employment
Administrative Assistant –RC After School
Red Caboose Child Care Center, Inc
654 Williamson Street, Madison WI 53703

NAME _____ DATE _____

ADDRESS _____

PHONE: Day _____

Evening _____

Email _____

PLEASE CHECK THE FOLLOWING THAT APPLY:

- I have a High School Diploma or equivalent.
- I have knowledge and experience working with Microsoft Word, Excel, and Publisher.
- I have completed the following classes, (*please attach transcript*)

*****ATTACH A COPY OF YOUR TRANSCRIPT TO THIS APPLICATION.***
NO APPLICATION WILL BE CONSIDERED WITHOUT A TRANSCRIPT!**

	School, College or Other Training	Dates Attended	Nature of Study	Degree
1				
2				
3				
4				
5				

PLEASE LIST YOUR CURRENT OR MOST RECENT EMPLOYER AND ALL RELEVANT WORK AND/OR VOLUNTEER EXPERIENCE.

	<i>Employer (Name & City)</i>	<i>Job Title</i>	<i>Supervisor Name & Phone#</i>	<i>Dates Employed</i> <i>mm/yy-mm/yy</i>	<i>Hrs/Wk</i>	<i>Reason for Leaving</i>	
1				<i>mm/yy-mm/yy</i>			
	<i>Job Duties:</i>						<i>Paid or Vol?</i>
2				<i>mm/yy-mm/yy</i>			
	<i>Job Duties:</i>						<i>Paid or Vol?</i>
3				<i>mm/yy-mm/yy</i>			
	<i>Job Duties:</i>						<i>Paid or Vol?</i>
4				<i>mm/yy-mm/yy</i>			
	<i>Job Duties:</i>						<i>Paid or Vol?</i>
5				<i>mm/yy-mm/yy</i>			
	<i>Job Duties:</i>						<i>Paid or Vol?</i>

PLEASE ANSWER THE FOLLOWING ON A SEPARATE SHEET OF PAPER:

1. Why are you interested in our program?
2. In your opinion what does a quality Enrollment Coordinator look like?
2. What special skills and talents could you bring to this position?
3. How do you ensure that you reach deadlines?

I certify the information in this application is true, and I give Red Caboose permission to contact any of the people/agencies listed above.

Signature: _____ Date: _____

The following information is requested for our Affirmative Action records. Submission of the information is voluntary: it will not be used in our decision to hire or promote. Failure to submit the information will not affect our decision to hire or promote.

Gender Male
 Female

Ethnicity Hispanic or Latino
 Not Hispanic or Latino

Race White
 Black
 Asian
 Pacific Islander
 American Indian/ Alaskan Native

Age _____

Disability Do you have a disability yes no

How did you hear about this position?

- Isthmus
- Craigslist
- UW Student Job Center
- Edgewood Job Placement
- MATC Job Placement
- Friend/Family
- Local Organization: _____
- Other: _____