

# Enrollment Coordinator Job Announcement & Description



## I. Overall Responsibilities

The Enrollment Coordinator is responsible for the overall administration of enrollment for the Child Care Center, After School Program, and Summer Camp. The Enrollment Coordinator reports to, is accountable to, is supervised by, and evaluated by the Executive Director. The Enrollment Coordinator also working closely with the School Age Program Director, Preschool Program Director, and Billing Coordinator.

## II. Qualifications

Education – B.A. / B.S. in education, business, or a related field preferred

Experience – 2 years of experience as an administrative assistant, or in a related field preferred

Skills – working knowledge of Microsoft Word/Excel/Publisher, Google applications and mass email software; strong organization and time management skills; excellent written and verbal communication skills

## III. Enrollment Responsibilities

- Maintain confidentiality of families and Red Caboose.
- Coordinate enrollment for the Child Care Center, After School, Summer Camp, and No Public School Day Programs, as well as Winter Break and Spring Break programs.
- Communicate professionally and in a timely manner with parents.
- Create enrollment materials.
- Create and maintain systems to record enrollment information.
- Enter all enrollment data.
- Confirm enrollment with families.
- Update and maintain waiting lists for all programs.
- Keep enrollment and attendance records, including roll sheets and change of schedule/withdrawal.
- Create specific parent/guardian e-mail contact lists for Directors when necessary.
- Process Enrollment Packets for School Age Program and Child Care Center.
- Maintain child files, waitlists, and Emergency Binders.
- Schedule tour times for Preschool Program Director.
- Maintain and share health information - (Immunization records, dietary and other special needs including medications, sunscreen, insect repellent). Create emergency care plans for children with special medical needs. Maintain Emergency Binder and share health information with Program Directors and Nutrition Coordinator.
- Enter all information on the MOST (Madison Out-of-School-Time) Information System - creating the groups, adding participants, and tracking attendance on the system each week as well as any changes in schedules/withdrawals.
- Reconcile enrollment with Billing Coordinator.
- Share enrollment information weekly with School Age Program Director, Preschool Program Director, Lead Teachers, Site Supervisors, Executive Director, and school district contacts (for After School Program).
- Provide school staff with enrollment lists and update them as needed, and communicate regularly with school social workers in order to coordinate the enrollment for Transition Education Program (TEP) students and get them set up with transportation.

## IV. Other Responsibilities

- Assist with maintaining Little Green Light database of Red Caboose families and alumni.
- Assist with answering phones and greeting families.
- Create and maintain group texting software.
- Create and maintain email lists on Mailchimp, add new parents to Mailchimp, and send enrollment related emails to parents using Mailchimp.

15 hours per week / Year 'round / Can be combined with a School Age Program or Preschool Teacher position