PACELLI CATHOLIC SCHOOLS
Job Description

SUMMER BLAST COORDINATOR

PERSONNEL:

- Maintains personnel records on Summer Blast employees
- Oversees employee performance
- Creates employee schedules
- Signs timesheets and verifies Summer Blast payroll
- Determines need for staffing

FAMILIES:

- Keeps family record on Summer Blast students including, but not limited to registration, health records, emergency contacts, etc. and maintains this information using Procare
- Oversees family accounts including weekly billing, distribution of statements, collection of payments and completing Summer Blast accounting using Procare
- Responsible for contacting parents to make sure accounts are up to date
- Distributes, checks, and maintains enrollment forms

PROGRAM:

- Designs, plans and schedules field trips
- Designs and distributes summer event calendar
- Distributes all forms such as registration packages, field trips, calendars, etc.
- Deal with discipline and behavior problems

OTHER:

- Orders equipment and supplies
- Keeps records of Summer Blast spending and does proper paperwork for the main office
- Takes care of collection of funds and making deposits for program
- Manages petty cash account
- Manages all funds for Summer Blast field trips
- Maintains Summer Blast recordkeeping and reports to main office
- Ability to maintain and ensure confidentiality of sensitive information and materials
- Performs other duties as necessary to the position as specified by the administrator