



INTERNATIONAL SCHOOL OF HAMBURG

ISH Mission

As an international community of learners we nurture inquiring minds, compassionate hearts and balanced lives.

ISH Vision

ISH is a welcoming and inclusive community where innovative thinkers teach and learn together. We believe in the power of education to develop global citizens who lead lives of purpose and meaning.

ISH Core Values

Everybody Safe. Everybody Kind. Everybody Respected. Everybody Responsible.

After School Program and Camps Coordinator (Ref. Code: 2021-047)

Position:

The After School Program and Camps Coordinator is responsible for all matters related to planning, implementing and executing the After School and Camps Programs (ASP) at ISH. The successful candidate will be an articulate and credible ambassador for International School of Hamburg who will develop and provide oversight of the After School and Camps Programs in all ways that are consistent with the mission, vision, and values of the school.

The After School Program Coordinator's responsibilities include, but are not limited to the following:

- Develop and implement safe and coherent After School and Camp Programmes
- Plan, organise and document varied and developmentally appropriate after school care learning experiences for ASP students which align with the IPC (International Program Curriculum) Goals, and ISH's definitions of High Quality Teaching and Learning and Global Citizenship in collaboration with ECC/JS Leadership team.
- Recruit, retain and train qualified ASPC staff in collaboration with the ECC/JS Leadership team and if applicable any external partners.
- Coordinate and schedule ASPC staffing and activities including booking of off-campus facilities as appropriate.
- Supervise the ASPC team in collaboration with the ECC/JS Leadership team.
- Manage the ASPC admissions process, develop orientation programs and orient parents and students in collaboration with the Admissions Department, and the ECC/JS leadership team.
- Order, manage and store supplies for the ASP/Camps programmes in collaboration with the ECC leadership team, Heads of departments, Team Leaders, etc.
- Market and manage all aspects of the programs including updating websites and social media, creating and publishing marketing materials.
- Liaise with the IT Department regarding all program IT needs including Veracross and other software, systems and platforms.
- Coordinate and attend ASP/Camp staff training as required
- Provide back office support for ASP/Camps programs.
- Manage the ASPC budget including the process of outgoing and incoming invoices and payments as well as any changes to it in collaboration with the ECC/JS leadership team and corresponding administrative departments. Maintain accurate budget accounts related to the After school/Camp programs.
- Ensure safe movement of children including transport to activities and pick-up procedures.
- Understand all emergency procedures and manage emergencies in a manner consistent with ISH policies and practices
- Manage attendance and communication with care-givers (parents and ASP/Camp staff) if children are absent or late.
- Maintain a collaborative relationship with outside providers, partners and clubs.

- Support Business development and collection of data to further develop and enhance the ASP/Camps programs.

Personal Attributes and Characteristics:

- Outstanding project management and administrative skills
- Outstanding interpersonal skills: an effective listener, empathetic, responsive
- Energetic, enthusiastic, approachable and open-minded.
- An effective listener who thrives in a collaborative environment.
- Strong organisational and problem-solving skills.
- Reflective and resilient.
- Cultural sensitivity.
- Ability to work independently and collaboratively

Desired Qualifications:

- A relevant bachelor's or higher degree in program management and/or educational leadership
- Demonstrated success and experience coordinating projects/programs is an advantage
- Demonstrated success managing budgets
- Excellent spoken and written English and German
- Experience planning engaging learning experiences for students ages 3-10 is an advantage.
- Experienced user of Google Suite, Navision and/or related technology.
- Valid First Aid Qualification would be an asset.

Terms of Employment

- Starting date is 01.11.21 or as soon as possible after this date
- The position is initially limited until 31.10.23 with the option of extension
- The position is a full-time position, 37.5 hours/week

Child Safeguarding at ISH:

The International School of Hamburg is fully committed to child safeguarding in accordance with the International Task Force on Child Protection. We undertake rigorous reference and background checks on all candidates for employment and we expect all employees to commit to protecting the safety and well-being of every student. We are a member of The Safeguarding Alliance, a premier centre of safeguarding excellence ensuring organisations maintain best practice to keep children and young people safe. ISH does not discriminate in our employment processes on the basis of age, religion, ethnic background, nationality, sexual orientation or mother tongue status.

Please send your application including a current CV to HR@ishamburg.org

Hamburg, 01.10..21