

Budget Coordinator: EES Summer Enrichment

Description:

Seeking a Budget Coordinator for the 2022 EES Summer Enrichment Program.

The program will be open to 20-22 students entering grades 1-6 in 2022-23.

The program will be offered Tuesdays- Fridays from July 12 - July 22 and August 2 - August 12 from 8:30-1:30 for students.

There will be four trips to the aquarium planned for Fridays that will require an earlier start time and later end time.

The World of Water program developed by Mystic Aquarium will be the primary source for lessons and materials. Support will be provided by Mystic Aquarium staff throughout the program, including the planning and coordination for the four Friday trips.

Responsibilities:

The Budget Coordinator will make a commitment to the entire length of the program and assume responsibility for general oversight of the program budget. Included in the overall responsibilities are:

1. Communication with the State Department of Education staff as needed
2. Ordering and maintenance of supplies
3. Payment of salaries
4. Completion of grant reports

Compensation:

\$ 700