

Program Coordinator: EES Summer Enrichment

Description:

Seeking a Program 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 Program Coordinator will make a commitment to the entire length of the program and assume responsibility for general oversight of the program and completion of reasonable reports associated with the program in collaboration with administration. It is also preferred that the Program Coordinator have knowledge and/or experience with STEM programming.

Responsibilities include:

On-site oversight of the program.

Development of the scope and sequence of program activities.

Development of program schedule.

Development of program evaluation documents.

Supervision of program staff.

Arranging for bus transportation as needed.

Completion of any related State of Connecticut reports.

Ongoing communication with the staff of Mystic Aquarium.

Communication with the State Department of Education staff as needed.

Ordering and maintenance of supplies.

Communication with families.

Safe arrival and dismissal of students.

Oversight of attendance records.

Maintaining records of success.

Compensation:

\$500 dollars per week.