

COORDINATOR**EXTRA CURRICULAR ACTIVITIES**

Mission: Is responsible for the coordination of the extra-curricular activities of EIS.

Under the direct supervision of and in close coordination with GESM and EFM Directors of Administration and Finance.

Collaborates with GESM and EFM student affairs coordinators and Headmasters.

Tasks and responsibilities:

- In coordination with school officials, control the given budget and report on expenses for the school year.
- In coordination with school officials, choose the activities to be offered for the school year.
- Schedule classes and activities in coordination with both schools.
 - Reserve the spaces/classrooms and equipment for the activities.
- Recruit and orient the coaches of the different activities.
Assist the coaches in their needs for the fulfillment of their activities.
- Observe company rules and regulations in securing necessary cash funds for the activities within approved budgets as defined by both headmasters/administrators.
- Secure the necessary equipment and materials in coordination with the EIS purchasing officer within approved budgets as defined by both headmasters/administrators.
- Report on any planned collective activities and state of collections.
- Communicate with all those involved (both schools, coaches, students, parents) through the school secretaries (email to parents, facebook groups, bulletin boards, letters, websites...)
- Set up a system of enrolment, payment and attendance.
- Coordinate and organize showcases in December and/or June including the budget, if applicable.
- Monitor the students' discipline and good behavior during the activities.
- Ensure that students' and coaches' behavior observe EIS handbook.
- Keep an inventory of equipment and management of stocks and uniforms.
- In coordination with both schools' sports teachers, supervise and control of extra-curricular sports equipment – safety, maintenance, hygiene – with regular check-ups by a specialized and accredited company to make sure that safety standards are respected.
- Perform other duties and functions as may be required by both schools.