



Administrative Assistant Job Description

Overview

Summer Adventure (SA) is a five-week summer enrichment program for students entering Transitional Kindergarten through 9th grade, and is co-sponsored by the Santa Monica Education Foundation and the Santa Monica-Malibu Council of PTAs. The program takes place on two SMMUSD sites in Santa Monica each summer.

Summer Adventure seeks a program coordinator who will assist in all administrative aspects of the program. The coordinator's time is split between working in the SA office from March, when registration opens, through June, right before the program starts, and also at the elementary site during the five-week program.

Dates of Service (subject to change, based on SMMUSD summer program calendar)

Monday, February 20 – Friday, July 21, 2023

Hours of Service

February 20 to June 17:

Approx. 4 hours per day; schedule to be determined in conjunction with SA Admin Team

June 20 to July 21:

8:00 a.m. – 1:00 p.m. daily (closed June 19 and July 4)

2023 Compensation

\$20/hour

Objective

To coordinate the communication and administrative components of the Summer Adventure program

Responsibilities include, but are not limited to:

- managing all communications with parents in coordination with the elementary and middle school principals;
- consulting on program design, including courses offered;
- consulting on program marketing and outreach;
- managing enrollment database;
- managing weekly reimbursements to teachers and staff;
- tracking deposits and enrollment;
- coordinating deposits with Financial Secretary of the PTA Council;
- tracking monies owed;

- notifying parents of amounts past due and collecting funds;
- filing necessary forms with the SA Administration; and,
- other tasks to be determined by the principal(s).

Required Experience

- Proficiency in managing a database management software system
- Comfort and experience interacting with a wide variety of school-related people and the general public
- Experience in and evidence of being self-motivated and maintaining responsibility for schedule, time commitments and priorities
- Experience managing deposits, reimbursements, or other financial transactions
- Ability to respond to changing circumstances and priorities
- Ability to work in a collaborative and team environment, which includes working closely with key volunteers and other critical partners of both the Ed Foundation and PTA Council
- Excellent communication skills, both oral and written