



Program Administrator

Position Description:

The program administrator is responsible for coordinating operations and people for various programs, camps, and summer schools provided by our organization. The Program Administrator's responsibilities include program activation, overseeing employee onboarding and payroll, process, and system evolution, and more. To succeed in this role, you will need to have strong organizational and communication skills, be detail-oriented, and be tech-savvy. Maintaining high standards of quality, consistency, and accuracy across all services provided to the PVPUSD community is of utmost importance.

This position is a 20 to 30-hour-per-week position primarily at the PEF office with some flexibility to work remotely. Monday through Thursday and some Saturdays as needed.

Responsibilities

Programs Activation

- Set up programs and courses in the registration software for enrichment, summer school, and summer programs.
- Work closely with the program director and area leaders to accurately add courses to the registration system.
- Update the PVPSS website as needed and review it for accuracy.
- Provide registration lists to Database Administrator and/or Marketing Director to include in PEF marketing outreach.
- Work with cities and other entities to secure crossing guards and traffic management at some of the school sites.
- Contact PV Transit to provide dates and hours of the summer schedule.

Programs Support

- Answer phones, respond to emails, solve problems, and answer questions.
- Manage summer and enrichment staff spreadsheet, maintaining accurate contact information.
- Prepare class lists and attendee emergency information for programs, camps, and classes.
- Work with families to assist them with changes and process refunds if necessary.
- Order materials for classes/programs and if needed, deliver them to the school site.
- Run reports and share with school sites as needed, particularly for any health concerns.
- Order supplies and coordinate delivery to the appropriate site.
- Be available to go to a school site if the teacher is running late or after class is over if a student(s) has not been picked up on time.
- Work with the district warehouse to get summer school bins delivered to schools.
- Other duties as requested.

Human Resources

- Onboard new and/or temporary employees.
- Work closely with the staff accountant to provide reports and documentation for financial reconciliation and accuracy between the registration software and payroll.
- Ensure all new/temp employees have completed all required items before working.
- Gather payroll, track for accuracy, and provide to staff accountant by payroll timelines.

Requirements

- Experience managing Active or similar registration software.
- Proficient in Microsoft Office, Outlook and Excel.
- Excellent written and oral communication skills.
- Excellent organizational skills, detail-oriented, efficient time manager, and the ability to work independently.
- Ability to resolve conflicts with parents, teachers, and students.
- Ability to manage multiple projects simultaneously with accuracy and meet deadlines.
- Quick-learner and self-motivated.
- Collaborative team player who works well with others.
- Strong analytical skills and ability to reason well.
- Highly professional and able to maintain discretion with confidential information.
- Represents Peninsula Education Foundation in a professional and community-centric manner.