Summer Program Coordinator Assistant (SPCA), Age 4 – Grade 5
Leapfrog & Spark Program

The Leapfrog Summer Program Coordinator Assistant (SPCA) provides administrative support to the Leapfrog & Spark Summer Program Coordinator and to other CTD staff. Tasks include data collection and data entry, managing onboarding documentation for temporary summer personnel, ordering and organizing classroom supplies and other clerical and administrative tasks. The SPCA works full time Monday through Friday. Additional hours may be required.

General Responsibilities
- Carefully review all program, site, and staff materials provided by the Summer Program. Return all completed paperwork as requested.
- Carefully maintain confidentiality of information related to students, families and staff, as well as conversations that take place in CTD offices.
- Uphold and promote the CTD Honor Code.
- Follow all CTD rules and regulations concerning staff conduct, appropriate dress, program procedures, and other responsibilities as stated in the staff handbook and by administrative staff.
- Assume program-related responsibilities as requested by Summer Program Coordinator.

Leapfrog & Spark Summer Program Coordinator Assistant is required to:
Pre-Session
1. Assist CTD administrators in processing and tracking all staff hiring paperwork.
2. Assist CTD administrators and PCs in preparing for staff training.
3. Assist with student health information process.
4. Assist with preparations for the program and distribution of class & staff lists, emails, and other program materials.
5. Collect and organize supply requests from Instructors, and order and manage supply purchases.
6. Under the direction of Leapfrog | Spark administrators, help plan for and manage the transportation of supplies and materials to each of five sites.

During Session
1. Serve as an assistant site coordinator at the Skokie or Chicago Leapfrog site from approximately 7:30a to 4p, Monday through Friday. Additional hours may be required.
2. Must remain on site while the program is running, unless otherwise specified by the Site Coordinator or a CTD administrator.
3. Carry and use a CTD -issued cell phone at all times and respond to requests and emergencies.
4. Manage daily communications regarding student, staff, scheduling, and operational/ facilities issues.
5. Maintain accurate financial records for academic and office supplies, and keep all receipts and report expenses accordingly.
6. Supervise Office Assistants on an as-needed basis in collaboration with administrators.
7. Perform clerical tasks as requested.

Post-Session
1. Assist in the collection and organization of Leapfrog | Spark supplies, materials, and documentation in the transition from the off-campus sites back to campus.
2. Organize and help inventory all supplies and materials for courses and sites.
3. Turn in cell phone, computer keys, p-card, receipts, invoices, any outstanding paperwork and office supplies to administrative staff.

Qualifications:
Bachelor’s degree preferred; office and project management experience required. Applicants must possess superior organizational, communication, and customer service skills, be detail-oriented, and creative problem-solvers. Must be flexible and have a positive disposition while working in a fast-paced environment. Computer proficiency and experience with PowerSchool or other databases required. Must be able to lift and possibly carry 40+ pounds, and have a valid driver’s license. Access to a car is preferred.

Important Dates:
Full-time work April through August

Salary:
$16.00 per hour