

Job Description: Enrollment Coordinator

Reports to: Executive Director

FLSA Classification: Exempt

Job Description: The Enrollment Coordinator is a key member of an administrative team that works together to support the mission and values of the Parent-Infant Center. The Enrollment Coordinator is responsible for maintaining optimum enrollment of early learning (infants through preschool age) and school-age (Kindergarten through 5th grade) programs to support center operations. The Enrollment Coordinator is the first point of contact for many families and is able to effectively promote and articulate the value of PIC's early learning and school-age programs.

Essential Functions

1. Administrative Responsibilities:

- *Enrollment:*
 - Schedule and conduct tours and intake interviews
 - Maintain and manage waitlists
 - Enter or assign entry of family data in database
 - Produce monthly enrollment and scheduling reports for Executive Director and Program Coordinators
 - Create and ensure supply of enrollment packets
- *Budget Oversight:*
 - Participate in creating the center's annual budget and support the Finance Director in monitoring monthly expenses, notifying the administrative team of irregularities or concerns
 - Understand budget revenue based on enrollment projections and work to meet the financial projections each month. Ongoing communication with the Executive Director to ensure enrollment budget projections are met.
- *Ongoing Enrollment Management:*
 - Regularly visit classrooms and consult with teachers and the Program Coordinators to manage placement and transitions of children in the early learning program
 - Produce monthly memo to alert teaching staff to planned transitions.
- *Child Files:*
 - Ensure organization and accurate data entry of all files required by DPW, PreK Counts, OCDEL or other licensing/accreditation entities.
- *Tuition Accounts:*
 - Consult at least monthly with Accounts Manager to ensure accurate billing on tuition accounts and escrow deposits.
- *Family Support:*
 - Orient families to PIC program, practices and philosophy
 - Field parent concerns and work with families, teachers, program coordinators and administrators to achieve positive outcomes
 - Maintain resources for families with special needs or in crisis.
- *Parent Involvement:* Support PIC's participatory approach to child care.
 - Serve as staff liaison to the Parent Involvement Committee and Room Parent meetings
 - Promote parent volunteer opportunities
 - Ensure maintenance of Parent Participation Program (PPP) records and reporting to parents at least quarterly. Consulting with Accounts Manager to ensure payment from families that have not completed the PPP obligation.
 - Maintain or assign maintenance of parent e-mail lists

- *Playgroups:*
 - Support, supervise and recruit community playgroup leaders.

2. **Team-Centered Responsibilities:**

- *Team Leadership:*
 - Actively participate in regularly scheduled administrative team meetings.
 - Consult frequently with the Executive Director and take proactive measures to address concerns as they arise.
- *Supervise Administrative Assistant:*
 - Plan supervision to ensure data and file maintenance for enrollment, licensing, PPP and OCDEL tasks, and provide for support of other administrative staff as requested.
- *Child Outcomes:*
 - Work with Early Learning Program Coordinators to ensure accurate data collection and entry to support initiatives of the Office of Child Development and Early Learning.

3. **Organization-Centered Responsibilities:**

- *Center-wide Events:*
 - Coordinate with Program Coordinators, planning for family social, recreational or educational activities.
- *Picture Days:*
 - Schedule and manage “Picture Days” in late fall for early learning classrooms.
- *Communications:*
 - Produce annual “Keep in Touch” directory for families
 - Post family birth announcements
 - Stay abreast of what’s happening in the center and keep families informed with updated bulletin boards, important notices, etc.
 - Be aware of policy, guidelines or other changes by reviewing items on bulletin board and or distributed in mailboxes or via e-mail
- *Board Support:*
 - Provide staff support as requested to Board committees
- *Fundraising:*
 - Encourage staff and families to participate in fundraising activities.
 - Assist in preparation of grant applications as requested
 - Assist as needed with fundraising events

4. **Individual Responsibilities:**

- Arrive on time for work or contact the Center when delayed
- Be reliable in attendance and give ample notice for absences
- Come to work with a positive attitude
- Approach criticism with a learning attitude
- Communicate directly and avoid gossip
- Be flexible in scheduling to meet the needs of the overall program
- Demonstrate honesty, integrity and commitment to confidentiality
- Show initiative in problem solving and be open to new ideas
- Approach challenges with imagination and a sense of humor
- Create a welcoming, positive environment center-wide by:
 - Being actively engaged with children
 - Being friendly, warm and affectionate
 - Using appropriate voice and tone

5. **Additional Skills**

- Able to work independently with close attention to detail
- Excellent communication skills, verbal and written

- Able to identify priorities, plan work schedule, meet deadlines
- Able to manage multiple tasks and frequent interruptions
- Basic computer skills and familiarity with word processing, spreadsheet and database programs.

6. Qualifications

- MA in ECE, Education or Social/Human Services with four years' successful administrative experience, preferably in an early childhood setting. Candidates with BA must have six years' administrative experience.

7. Professional Development

- *PDR*: Each full-time employee is required to obtain 24 hours of professional development per calendar year and set annual goals
- *Workshops and/or Educational Courses*: Attend workshops or courses as requested or required. Share information from these workshops with other members of the administrative team, as appropriate.

8. Physical Requirements and Work Environment

- Able to work flexible hours, occasional evenings or weekends

Declaration: The foregoing description of duties and responsibilities is not a complete description of the responsibilities and duties that are assigned to the Family Life Coordinator and should not be interpreted as such.

Philosophy: The Parent-Infant Center supports parenting by enabling children to grow and learn in a safe, stimulating, loving environment.

PIC is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, religion, gender, national origin, age, sexual orientation, gender identity, genetic information, domestic or sexual violence victim status, marital status, familial status, military status, veteran status, disability, citizenship status or any other factor protected by applicable law. PIC's policy of equal employment opportunity applies to all phases of the employment relationship, including recruitment, hiring, promotion, demotion, termination, rates of pay, other forms of selection, training, benefits, and compensation.