

**Nanjing International School  
Job Specification**

**POSITION:**                   **Activities Coordinator Assistant**

**DEPARTMENT:**           **Operations and Finance**

**REPORTS TO:**           **Activities Coordinator**

**SUMMARY:**           Coordination of the Community Activities program and provides administrative assistance and support to Activities Coordinator in relation to a wide range of school activities, and specifically in a liaison role between, Activities Coordinator, Activities Director, Secretary to Activities Director, Faculty, Facility Team, and outside service providers.

**CORE COMPETENCIES:**

- has a high level of *planning and self-organization*
- communicates clearly and accurately both verbally and written in English and Chinese
- makes a *positive impact*, taking personal responsibility and initiative to resolve issues, always clearly communicating with students, colleagues, parents, and community members
- is *motivated, committed, and reliable*, approaching all tasks with enthusiasm and accuracy, seizing opportunities to learn new skills or knowledge in order to improve personal and team performance
- maintains a high *service focus* by approaching the job with the students' welfare always in mind
- is *flexible*, responding quickly and positively to changing requirements including the performance of all tasks requested
- maintains high *team focus* by cooperating, collaborating, and supporting colleagues in the pursuit of team goals.
- **actively promotes** the programs and facilities of the Nanjing International School
- **contributes** ideas and suggestions to enhance operational and environmental procedures in the School.
- performs all duties and responsibilities in a manner that ensures *the safety* in the workplace.

**RESPONSIBILITIES:**

- **Community Activity Coordinator Responsibilities**
  - Continuously improves and develops the Community Activities Program to provide a balanced and varied range of opportunities for the NIS community
  - Works in partnership with Activities Director and Activities Coordinator to ensure a fully coordinated Activities program.
  - Interviews potential instructors
  - Ensures that potential instructors have valid police clearance report
  - Provides guidelines for instructors with appropriate school information
  - Organizes room bookings and schedules (twice per school year)
  - Sets up of online registrations on Veracross in cooperation with IT department

- Follows up with class lists and class fees
- Manages activities' accounts and time sheets for instructors' wages
- Adjusts the activities schedule according to the school calendar
- **Activities Coordinator Assistant Responsibilities:**
  - Complies with Nanjing International School Policies and Procedures.
  - Liaises with all departments in school as required for all activities:
    - 1) with Assistant Facility Manager for equipment set up requirements and for any transport requirements for Activities
    - 2) with the Finance Office for the generation of payment request forms for all activity costs related to travel and collection of official receipts
    - 3) with the Purchasing Office for the purchasing of goods
    - 4) with Assistant Facility Manager for bus booking and drivers with directions/addresses of any venues to be visited
    - 5) with Secretary to Activities Director and Aquatics Director to ensure there is a coordinated approach to all school activities
  - Contacts outside agencies such as hotels for hosting and travel to inter-school events
  - Coordinates the gathering of information needed for all trips organised by the Activities Office including Discover China
  - Liaises with the Travel Agency as required to coordinate travel arrangements
  - Gathers details and coordinates visitor lists for hosting events
  - Attends hosted events as required to coordinate specific aspects
  - Collects, manages and stores, via Veracross, Axiom, Managebac or other software programs, the data and information with regard to:
    - 1) Student Activities
    - 2) service programs
    - 3) cultural events via Veracross or other software programs.
    - 4) GCD
    - 5) CAS
  - Liaises with local community groups, schools, NGOs and government offices
  - Chaperones student trips, as official liaison person as requested
  - Oversees the booking of various venues when required for the above activities
  - Manages activities' accounts and time sheets for instructors' wages
  - Provides secretarial and administrative support to Activities Coordinator