

Activity Coordinator Job Description

Position Title: Activity Coordinator
Reports To: Head of School

Job Function and Responsibilities

To provide overall leadership, supervision and coordination of all activities programs in the school and to provide students with worthwhile learning experiences.

Specific Responsibilities

Positive Attitude and Organizational Ability:

- Must have a sincere desire and a proven ability to work.
- Must demonstrate exemplary communication skills and be pleasant and sincere in dealing with teachers and staff.
- Provides service in a professional manner assuring that teacher's requests are met within the guidelines set up by the school.
- Displays professionalism in ability to organize and supervise students, teachers and staff.

Activities Role in Athletics:

- Work closely with the Athletic Teachers to providing eligibility information to the school where the student is participating in athletics.
- Scheduling to avoid areas of conflict between athletic events and school activities is of utmost importance.

Managing Internal Educational Activity

- Liaise and support in logistical preparation of internal activities/events.
- Ensure that overall program operation is smooth and efficient.

Managing External Educational Activity (Field Trips and Camps)

- Liaise and support in logistical preparation of local and international trips, and attend trips where possible.
- Work closely with principal to plan the programs/arrange all detail of the trip (transportation, food, accommodation)
- Ensure with the principals/ supervisor a variety of valuable experiences are offered to students over their school careers.

After School Clubs:

- To provide overall leadership, supervision and coordination of all pertinent club programs in the school and to provide students with worthwhile learning experiences.
- To provide student club members with instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

Qualifications

- Bachelor's degree in Education or related fields
- Fluent in both written and spoken English and Thai
- Good communication and interpersonal skills
- Teaching experience is an advantage
- Competent in computer operations
- Well-organized with high flexibility
- Willing to learn and acquire new experiences