

CAMPUS FOR KIDS LEARNING CENTER

JOB DESCRIPTION - ENROLLMENT COORDINATOR

SUMMARY:

Campus for Kids (CFK) is a Christian childcare center, serving families and children around Madison from a Christ-centered worldview. The Enrollment & Engagement Coordinator is a full time role in which the person becomes the key contact for families to bring new enrollment and retain current families. This person is part of the CFK leadership team, working closely and collaboratively with the Director and Assistant Director to achieve center wide goals.

DUTIES & RESPONSIBILITIES

- Build rapport with all children, families, and staff at Campus for Kids.
- Become the key contact for all prospective families, helping them to learn about Campus for Kids through various communication methods, ie. email, phone, tours, Zoom meetings, and onboarding them successfully and smoothly.
- Enter new families into Procure, our enterprise software, and LifeCubby, our daily communication application. Also, keeping current information in both systems.
- Ensure all required paperwork is effectively filled out and complete for our records and files per state and business requirements.
- Maintain reports and spreadsheets of current enrollment. Enhance and optimize.
- Propose classroom transitions to Director and Assistant Director.
- Design and update marketing materials for all programs, announcements, and other correspondence with families as requested.
- Be part of the CFK Leadership team, contributing ideas, energy, and collaborating with other leaders to bring new ideas, meetings, and events to fruition.
- Plan and coordinate Christmas and Spring Programs as well as preschool graduation.
- Assist in classrooms, Lead Teacher, Assistant Teacher, Floater, and/or Closer position.
- Perform other duties as assigned by Director.

REQUIREMENTS

- Completed high school education.
- Must be at least 21 years of age.
- General knowledge of child development from birth to 12 years of age.
- History of working in the environment of children; ability to understand parents and their needs.
- Maintain 25 hours of continuing education annually and keep up with major trends.
- Willingness to uphold all center policies and requirements.
- Strong written and oral communication skills, with proficiency in Windows suites.
- Ability to learn quickly and adapt to a variety of situations.
- Physically able to lift up to 50 pounds, run with children on the playground, and be able to pick up and carry a child if needed.
- Have a faith in God and have accepted salvation through His son, Jesus Christ; daily living in a relationship with God which would be evident in your life, through word and deed.