



Hickory Valley Christian School  
6605 Shallowford Road  
Chattanooga, TN 37421  
(423) 894-3200

**Job Title:** Auxiliary Program Coordinator  
**Contract Period:** 10 months, part time (20 hours per week)  
**Reports to:** Head of School

**Summary:** The Hickory Valley Christian School Auxiliary Program Coordinator is responsible for the oversight of After Care Programs and Athletic Programs in accordance with the school mission. The coordinator is responsible for a faith-filled environment whose foundation is offering opportunities for the students of Hickory Valley Christian School.

**Essential Duties and Responsibilities:**

- To support school and church policies and beliefs in word and actions.
- To manage all auxiliary programs and athletic programs, including outside vendors, to ensure they are in alignment with our school mission and values.
- To supervise after care staff ensuring the program is well run and following the expectations of the school and church.
- To ensure compliances with all local, state, and federal statutes, rules, policies, and administrative directions within all programming.
- Collaborate, with the school community, for all programs and activities including facilities and communication teams.
- Coach soccer, basketball and track for the 3<sup>rd</sup> – 5<sup>th</sup> grade students.
- Recruit parent volunteers as assistant coaches.
- Attend area athletic meetings and coordinate with area schools.
- Proactively communicate schedules and any changes to the school and parents.
- Build and maintain positive relationships with parents and resolve parents' concerns.
- Manage registration for programs ensuring accountability, ratios, and profitability.
- To be a visible presence in all programs to be available for concerns and compliance.
- Facilitate engaging activities and opportunities for student engagement within the program that are developmentally appropriate.
- To perform other duties as assigned by the Head of School.

**An Ideal Candidate would possess the following qualifications:**

- An organized manager able to balance schedules, staffing, conflict, and parent relationships.
- A degree in education or program management is preferred.
- Flexibility, energy, creativity, high expectations, a sense of humor and the highest standards of integrity.

Candidates should email a completed application and their credentials (cover letter, resume, and a list of references) [jhowell@hvcs.org](mailto:jhowell@hvcs.org).