



Campus Coordinator

The Campus Coordinator helps ensure Trinity Classical School operates efficiently and effectively by managing administrative and operational responsibilities. The Campus Coordinator supports the school leadership's effectiveness by providing high-level service and support. This person shall be spiritually mature to help foster a gospel-centered, joy-filled environment to fulfill the school's mission.

Classification: Full-time, Salary

Hours: Mon-Thurs 7:45 AM-4 PM two full weeks before the first day of school; Reduced summer hours start five workdays after the last day of school. Summer hours work from home as needed.

Reports to Head of School

Skills and Requirements

- Fully supports TCS's mission
- Fully agrees with TCS's Statement of Faith
- Computer proficiency in Google Suite as well as the school's administrative database
- Exceptional written and verbal communication skills
- Ability to communicate with discernment, discretion, and confidentiality
- Ability to organize, prioritize and manage various tasks and projects with deadlines
- Ability to work both independently and as a team member
- Ability to lead and manage individuals and teams
- Trained in child CPR/First Aid with current certification
- Attend weekly staff meetings
- Schedule flexibility to accommodate special schedules or school-related activities

Leadership Role

- Servant leadership role supporting students, parents, teachers, and administration to foster a Christ-centered ministry
- Communicate effectively with high standards of ethics, honesty, and integrity in all personal and professional matters
- Abide in the Matthew 18 principle of resolving conflict



Responsibilities

Events Coordinator

- Responsible for assisting Head of School in event planning, management, and execution of special events including but not limited to: Back to School Events, Reformation Day, Grandparents Day, Admission Events, Protocol, Retreats, Fundraising Events, and School Concerts and Programs
- Collaborate with external vendors to successfully achieve event objectives
- Recruit and support parent volunteers involved in various school functions, events, and activities
- Deliver hands-on coordination of day, evening, and weekend events, ensuring event objectives and logistical needs are met
- Attendance at special events is required and may require evening or weekend work

Volunteer Coordinator

- Schedule all-volunteer activity on campus to support the various areas of academics and operations as needed for classroom help, events, facilities projects, etc.
- Work with School Secretary to ensure all volunteers complete requirements prior to serving
- Provide ongoing communication, support, and guidance for volunteers
- Communicate with families by sending reminders and thank yous

Admissions Coordinator

- Facilitate and manage student admissions process, tracking enrollment documents, fees, and communicating with families
 - Provide admissions information
 - Receive and process new student applications
 - Meet with incoming families for school tours
 - Assist in coordinating new student assessments
- Schedule and coordinate open houses, school tours, and other special events
- Develop marketing material for student recruitment, enrollment, and orientation

General Operations



- Establish and maintain administrative practices and processes to ensure effective day to day operation of the school
- Maintain and update school calendar
- Develop and implement effective office systems to care well for the school community
- Maintain communication with parents through print publications, emails, social media, and website
- Coordinate and schedule location of campus electives
- Coordinate maintenance of school facilities and grounds with CCB Office Manager
- Coordinate and conduct emergency management, including fire evacuation drills and lockdown procedures