

Extracurricular Program Manager

Job Purpose (Overview)

The Extracurricular Program Manager develops a high-quality extra curricular experience for students at the school and in the wider Hong Kong community using school resources. Extra curricular projects include after school activities, holiday camps, weekend activities, and more.

Key Duties and Responsibilities

- Responsible for the end-to-end administration and coordination of extracurricular program, including onsite facilitation.
- Leverages school facilities (including a 50-ft sailboat, onsite Marine Science Center, and Makerspace) for extracurricular activities.
- Enrolls teachers from the school into the extracurricular program and works with them to develop extracurricular activities.
- Works with the school's development team to promote extracurricular activities and ensure sufficient sign ups.
- Develops and releases regular termly after-school brochures and summer program brochures.
- Creates materials, publications, websites or other forms of media to advertise and grow extracurricular program
- Prepares schedules for various co-curricular and extracurricular activities.
- Prepares financial projection before each holiday season and actual finance reports after each season.
- Collects feedback on the extra curricular program from all stakeholders. Follows up on client inquiries and ensures client satisfaction.
- Collaborates with other partners to offer extracurricular activities at the school. Negotiates and monitors contracts with vendors.
- Manages risk assessments for extracurricular programs. Along with the school's operations director, ensures appropriate insurance is in place for all programs.
- Reviews extracurricular programs for their suitability and effectiveness.
- Organizes events to open facilities to the local community on the Ap Lei Chau estate.
- Any other duty or responsibility related to managing the extracurricular program, as needed.

Required Qualifications

- Experience working with students in extracurricular setting (such as day camps).
- Fluent in English and Cantonese.
- Excellent and effective communication skills with students, staff and parents, with good written communication skills.
- Relevant experience working in an Administrative/ Coordinator role (or equivalent).
- Able to work independently and within a team.

Preferred

- Flexible working schedule willing to trade days on/off of work

Reports To

- Development Director

Direct Reports

- Extracurricular Programs Coordinator (part-time)

Application

If you are interested in applying for the post, please complete the [application form](#). Personal data collected will be used for recruitment purposes only.

Safeguarding

The Harbour school is committed to safeguarding and promoting the welfare of children. All posts at the school are subject to rigorous background checks.