



Auxiliary Programs Coordinator Immediate Opening

Carrollwood Day School is seeking a dynamic Auxiliary Programs Coordinator to join our Auxiliary team. Qualified candidates will have strong organizational and communication skills, will be computer savvy and adept in database management, and will be enthusiastic about leading programs for young children. The ideal candidate will have experience with both the back end administration of after school, enrichment and/or summer camp programming along with significant experience working with and leading programming for young children, and also supervising the adult staff working in the program. This is a full-time 12 month position.

Carrollwood Day School (<http://www.carrollwooddayschool.org>) is an innovative International Baccalaureate (IB) independent school located in North Tampa, FL. Since the inception of CDS in 1982, we have prided ourselves on being a community of learners. We have grown from a preschool into a comprehensive program serving more than 1200 students from age two through 12th grade. Carrollwood Day School stands out as a leader in its commitment to educate the whole child and is recognized nationally for its academic excellence and its school-wide emphasis on character development. Outside the classroom, our students are engaged in a multitude of athletics, arts, and extra-curricular programs. In short, we have PATRIOT PRIDE in everything we do at CDS.

The vision of Carrollwood Day School is to build a community prepared and inspired to better the world. As an IB World School, we cultivate principled entrepreneurial thinkers for a global society by enriching the mind, strengthening the character, and inspiring the passions of our community.

Carrollwood Day School embraces and celebrates the rich diversity of our students, employees, and families from all backgrounds. As an International Baccalaureate continuum school, CDS strives to create a supportive and inclusive learning environment where each person is valued. We work to intentionally develop cross-cultural competency and appreciation of differences within all constituents. We value the influence of a wide range of experiences and perspectives in our classrooms, relationships, and interactions as we prepare our students to contribute to a diverse and interconnected world.

Carrollwood Day School is one of only 36 independent schools in the United States to offer the full curriculum/continuum of IB programmes from early childhood through college prep (PYP, MYP, and DP). In 2019, CDS was honored to become one of only 15 U.S. schools to earn membership in the Cum Laude Society and also offer an International Baccalaureate education. In 2022, CDS was welcomed into the prestigious Round Square organization. In 2023, CDS was awarded the Florida and National School of Character Designation for the second time.

Understanding that a team of talented, supported, and growth-minded teachers is what leads to student success, the first pillar of our strategic plan is to become the destination school for exceptional educators in the Tampa Bay region. Want to join our team and better the world?

The Position of Auxiliary Programs Coordinator:

The Auxiliary Programs Coordinator supports Carrollwood Day School's after-school, enrichment, school store, tutoring and summer programs through administrative management, registration system oversight, and on-site program supervision. The Coordinator ensures the smooth operation of auxiliary systems (CampBrain, Veracross), maintains accurate rosters and documentation, and communicates effectively with

parents, teachers, vendors, and staff. Each afternoon, the Coordinator serves as the on-site supervisor at the Early Childhood Campus (ECC) aftercare program, ensuring compliance with school policies, proper coverage, and a safe, supportive environment for students and staff. This includes childcare supervision, conflict resolution, behavioral tracking, and counselor training and supervision in partnership with Auxiliary and Elementary administration.

Essential Responsibilities:

- Authentically support and advance the Mission of the School
- Maintain professional competence by attending staff development programs, curriculum development meetings, and other professional trainings and activities
- Model and foster professional standards of communication, personal presentation, punctuality, professional courtesy, collegiality, respect, and discretion
- Be a team player; cheerfully participate in and/or assist with pick-up and drop-off, lunch duty, assemblies, field trips, open house, and other duties and routines regularly part of a toddler - 12th grade school environment
- Maintain regular and punctual attendance requirements, including attending division and other School meetings, professional days, graduation, and other required events.
- Adhere to School policies as described in the Employee Handbook and other materials
- Active engagement in professional growth and development

Administrative & System Support

- Manage CampBrain: create and maintain rosters, teacher/vendor reports, attendance tracking, registration changes, refunds, and data accuracy
- Manage the Veracross Auxiliary page, ensuring all program information is accurate and current
- Prepare and distribute program reports for the Head of Auxiliary and Auxiliary Programs Manager, including enrollment, attendance, and financial summaries
- Assist parents with registration questions, refunds, and logistical support, escalating complex issues when necessary
- Maintain organized documentation for all enrichment and summer programs, including service agreements, insurance forms, schedules, and communications with teachers and vendors
- Draft and send auxiliary communications to parents, faculty, and vendors
- Support vendor and teacher logistics: ensure agreements are executed, spaces are reserved, and materials are prepared

Business Office Coordination

- Collect and maintain current Certificates of Insurance (COIs), W-9s, and all required compliance documentation for vendors
- Review and organize vendor invoices for timely approval by Head of Auxiliary
- Verify and submit punch change requests for hourly staff, ensuring accuracy before final approval by Auxiliary Programs Manager
- Maintain accurate records for audit and compliance reporting

Hiring & Onboarding Support

- Actively participate in the hiring process for ECC aftercare staff, summer counselors, and enrichment providers — including reviewing resumes, interviewing candidates, and contributing to final hiring recommendations alongside the Head of Auxiliary and Auxiliary Programs Manager

- Take the lead on administrative tasks of onboarding, including managing paperwork, background checks, training schedules, and orientation materials, to ensure a smooth start for all new hires in conjunction with the Human Resources department
- Collaborate with the Auxiliary Programs Manager to help set staff goals and expectations during onboarding and ensure new employees understand school policies, procedures, and safety requirements
- Serve as a welcoming and professional point of contact for new hires, reinforcing Carrollwood Day School's culture and expectations from day one

ECC Aftercare Site Lead (2–6 pm)

- Serve as the daily point person for ECC aftercare operations, supervising after-school counselors and enrichment providers to ensure a safe, engaging, and well-managed program
- Ensure compliance with school policies and DCF standards, including staff-to-student ratios, child supervision, and overall program safety
- Actively circulate among classrooms, playgrounds, and activity spaces, providing consistent supervision of children and oversight of staff interactions; deliver real-time coaching and feedback to maintain quality and professionalism
- Assist the Auxiliary Programs Manager in recruiting, interviewing, and selecting ECC aftercare staff and enrichment providers. Support new staff onboarding, help establish individual and team goals, and conduct regular evaluations to reinforce accountability and growth
- Address student conflicts and de-escalate situations; track behavioral trends and collaborate with ECC faculty, staff, and the Auxiliary Programs Manager to develop action plans and communicate with parents.
- Oversee daily schedules, counselor assignments, student groupings, and transitions (arrival, snack, outdoor play, enrichment, pickup), adjusting coverage as needed and escalating issues when necessary
- Respond promptly to injuries, accidents, or emergencies in line with school protocols, and serve as the first responder to parent inquiries during pickup
- Ensure classrooms and shared spaces are prepared prior to use and reset after programming; coordinate with Facilities as needed
- Support enrichment vendors with logistics, space assignments, and ongoing communication to ensure smooth program delivery
- Complete the 40-hour DCF Child Care Training Program

Summer Program Support

- Manage summer rosters, attendance, and reports in CampBrain
- Serve as a first point of contact for routine parent questions about registration, camp logistics, and documentation; escalate larger concerns to the Auxiliary Programs Manager
- Organize service agreements, insurance forms, and vendor/teacher communications
- Hiring & Staff Development: Assist the Auxiliary Programs Manager in recruiting, interviewing, and hiring ECC summer counselors and enrichment providers; support onboarding, establish goals, and provide regular feedback and evaluations
- Supervision & Oversight: Supervise ECC summer counselors and enrichment providers daily, ensuring adherence to school policies, child safety requirements, and program quality expectations. Provide coaching and feedback to maintain a positive, professional environment
- Assist with scheduling summer staff and enrichment programs, ensuring coverage and alignment with the department's directives and DCF regulations
- Coordinate with Facilities to prepare and reset rooms, track supplies, and support logistics for special activities

- Provide on-site leadership at ECC summer programs, ensuring compliance with school policies, maintaining safe student supervision, and assisting with daily transitions
- Run reports on enrollment, attendance, and program feedback to support planning and improvement

Qualifications, Skills, and Attributes Needed for Success:

- Bachelor's degree required
- Experience working with early childhood students in a school or camp setting.
- Experience managing a team of seasonal workers
- Experience in hiring and interviewing candidates
- Proficiency with Google Suite and strong skills in Excel (reporting, data management).
- Experience with CampBrain or similar registration/database systems
- Current CPR certification (or ability to obtain prior to start)
- Completion of emergency medication training (provided after onboarding)
- Willingness to complete the 40-hour DCF Child Care Training Program, if required
- Strong organizational skills with a detail-oriented and proactive approach
- Excellent written and verbal communication skills; able to communicate effectively with parents, faculty, and vendors
- Ability to ability to prioritize, manage, and deliver multiple projects simultaneously
- Ability to adapt to changing schedules and program needs
- Customer-service mindset and collaborative, team-first approach
- Strong collaborative skills and eagerness to work with colleagues
- A high degree of professionalism, collegiality, and personal conduct both in and outside of school
- Ability, willingness, and judgment to interact, collaborate and communicate effectively and positively with all constituents in a school environment
- Enthusiasm and commitment to the vision and mission of the School

Compensation for this 12 month full-time position includes a comprehensive employee benefits package; CDS offers a competitive salary commensurate with background and experience.

Qualified candidates should send resume and statement of interest to Joe Ali, Head of Auxiliary Programs: jali@cdspatriots.org