



Job Opening: Activities Coordinator

TCEP is looking for an Activities Coordinator for our preschool – 5th grade program. We are looking for someone who will spark imagination, build self-esteem and help children discover new things each day.

Some of the duties include:

- Working with the guidelines of the State of Ohio and the Miami County Job and Family Services, assisting the Director in implementing the goals and needs of the Tipp City Enrichment Program Inc.
- Assist the director in keeping website/Facebook page current.
- Be responsible for coordinating an educationally based after school program that does not resemble childcare.
- Maintain flexibility in work schedule to accommodate school schedules and childcare needs.
- Other reasonable duties and responsibilities as assigned by the Director of Tipp City Enrichment Program Inc.

Skills and Experience:

- Be knowledgeable of all state and local rules and regulations regarding to operating a school age child care program.
- Know general record keeping practices.
- Know computer skills and program such as Microsoft Word and those specific to child care programming.
- Have good written and oral communication skills.

Education:

- Associates or Bachelor of Science Degree in Education preferred
- Must pass FBI & BCI background check
- Be current in trainings: CPR, First Aid, Communicable Disease, & Child Abuse

Basic Info:

- Hours: 10:30 – 5:30 Monday thru Friday
- Starting Date: August 2017
- Starting Salary: \$12.00 / hour
- TCEP Health Insurance (optional)

If you are interested please send resumes to Melissa Price at:

P.O. Box 72

Tipp City, OH 45371

Or

tcepstars@gmail.com

If you have any questions feel free to call the office at (937)667-8800.