



Full-time Program Administrator

Generations Christian Homeschool

Position Type: Full time employee

Reports to: Director

About Generations Christian School:

Generations Christian School is a vibrant, faith-based educational institution committed to academic excellence and spiritual development. We seek to partner with families to nurture students who are intellectually curious, spiritually grounded, and equipped to serve in the world.

Job Summary

Generations Christian Homeschool is seeking a dedicated and experienced Educational Program Administrator to oversee and enhance our supplementary educational offerings. This vital role focuses on the planning, administration, and growth of our High School Dual Enrollment program, Afterschool Electives, and annual Summer Camps. The Administrator will ensure all programs align with our mission, maintain high standards of quality, and provide meaningful educational opportunities for our homeschool community.

Key Responsibilities

- **Dual Enrollment Program Management**
 - Serve as the primary liaison between Generations Christian Homeschool and partner colleges/universities for dual enrollment opportunities.
 - Counsel high school students and parents on dual enrollment pathways, eligibility requirements, and course selection to ensure successful matriculation and credit transfer.
 - Manage student registration, track course progress, and maintain accurate records of college transcripts and credits.
 - Supervise/tutor students taking dual enrollment classes
 - Ensure program compliance with all relevant institutional and state academic regulations.
- **Afterschool Electives Development and Oversight**
 - Develop and implement a diverse range of engaging Afterschool Electives that cater to various student interests and academic needs (e.g., STEM, arts, languages).
 - Recruit, train, and manage qualified external instructors, ensuring background checks and contract fulfillment.
 - Manage the registration process, including enrollment tracking, fee collection, and parent communication regarding schedules and program changes.
 - Conduct program evaluations to assess effectiveness and gather feedback for continuous improvement.



- **Summer Camp Administration**
 - Design and coordinate the annual Summer Camp offerings, including thematic content, age groups, and scheduling.
 - Oversee all camp logistics, including facility scheduling, material procurement, and safety protocols.
 - Lead the hiring and training of Summer Camp staff and volunteers.
 - Develop and execute marketing strategies to maximize camp enrollment and ensure clear communication with families.
 - Direct the summer camp program and instruct students.

- **General Administration**
 - Manage program budgets, track expenses, and ensure financial goals are met across all three program areas.
 - Maintain current and accurate records and documentation for all programs.
 - Communicate effectively with parents, students, staff, and external partners regarding program goals and activities.

Qualifications

- Bachelor's degree in Education, Administration, or a related field..
- Minimum of three years of experience in educational administration, program coordination, or management, preferably within a K-12 or higher education setting.
- Demonstrated experience with high school programming, particularly dual enrollment or college-level advising.
- Strong organizational, logistical, and project management skills with the ability to manage multiple complex programs simultaneously.
- Excellent communication (written and verbal) and interpersonal skills.
- Proficiency with program registration software and standard office technology.
- Commitment to the mission and values of Generations Christian Homeschool.