



**GERMAN SCHOOL NAIROBI – EXTRA CURRICULAR ACTIVITIES COORDINATOR**

**1.Role Details:**

Role Title: <b>Extra Curricular Activities Coordinator</b>	Department or Function: <b>School</b>
Role Reports to: <b>Head of Administration &amp; Head of Sports</b>	Location: <b>German School, Nairobi</b>
Job Capacity: <b>20 hours per week</b>	Current Job Holder: <b>Vacant</b>

**ROLE PURPOSE & ACCOUNTABILITIES**

We are seeking an **Extra Curricular Activities Coordinator** to represent the extra-curricular and recreation interests of current and future students through promoting a vibrant and dynamic extra-curricular program. The Extra Curricular Activities Coordinator & Supervisor/ Education Assistant will also facilitate communication of extra-curricular activities and recreation issues between students and the (Sports-) Management. Overall, the responsibility will be to promote extra-curricular activities as an important activity to be involved in and to promote the overall AG program to students at the school, alongside adhering to allocated Education Assistant duties as required from time to time. **The Roles and Responsibilities are outlined as below:**

**Management of extra-curricular/ sports activities**

- Developing a clear understanding and knowledge of the school's constitution
- Participating setting up of goals, directions and policies for the implementation of Extra Curricular Events
- Ensuring that all safety measures are in place for all extra-curricular activities undertaken
- Organizing and participating in sports activities and AG events as approved when required
- Coordinating inter-school activities and major school functions as part of the extra-curricular activities
- Developing relationships with students, seeking their opinions on extra-curricular activities issues on behalf of the school.
- Guiding students towards proper conduct and encourage them to participate in Extra Curricular Activities
- Ensuring the effective operation and function of all extra-curricular events at the school
- Preparing reports on the extra-curricular and recreation activities at the school
- Being responsible for all AGs (extra-curricular activities) and especially for communication between the school and parents
- Coordinating and liaising with internal and external coaches, and other supporters of the extra-curricular program
- Preparing and managing time schedules of coaching personnel, on a monthly basis, raising appropriate documentation to facilitate payment for the coaching personnel on a monthly basis
- Ensuring Bi-annual organization of extra-curricular program
- Ensuring Monthly meeting with all extra-curricular teachers
- Attending weekend tournaments and events as and when necessary

It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.

**Qualifications**

- KCSE or equivalent High School Certificate with a mean grade of B and above
- Completed Professional Training, with a Certificate
- At least 3 years of work experience in a similar role
- Excellent oral and communication skills
- Competent level of computer literacy especially Microsoft Office
- Ability to manage processes and maintain accurate records
- Must have good organizational skills so as to handle work in an efficient and timely manner



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- Ability to work independently and maintain flexibility in working hours
- Ability to coordinate tasks to meet deadlines
- Must have good interpersonal skills

**We are an equal opportunity employer**

German School Nairobi is proud to be an affirmative action / equal opportunity employer. All qualified applicants will receive consideration without regard to race, creed, gender, marital status, sexual orientation, citizenship status, colour, religion, national origin, age, disability, or any other status protected under local, laws.

**SALARY AND BENEFITS OFFERED**

- An interesting working environment
- Appropriate salary
- two year service contract and optional extension

**APPLICATION PROCEDURE AND CONTACT PERSON**

Your application, accompanied by a Curriculum Vitae, ID Card, copies of certificates and references of former employers should be submitted, to the attention of the Human Resource Manager, no later **10<sup>th</sup> August, 2022** via email to:

[applications@germanschool.co.ke](mailto:applications@germanschool.co.ke)