



Summer 2026 Enrichment And Operations Coordinator Job Description

Role Purpose:

The Enrichment And Operations Coordinator ensures the program runs smoothly outside of core academic blocks and that daily logistics support safe, consistent scholar experiences. This role leads enrichment quality and day-to-day operational coordination so transitions are staffed, spaces are ready, and the “how the day feels” stays organized, calm, and engaging. The Enrichment And Operations Coordinator creates stability through routines, communication, and fast problem-solving.

What You Lead:

- High-quality enrichment blocks that are structured, engaging, and consistent
- Reliable daily operations that protect scholar safety and supervision during movement-heavy parts of the day
- Clear coordination of staff roles connected to enrichment and daily program flow
- Strong readiness for meals, recess, swim, transportation routines, and special events

Core Responsibilities:

Enrichment Leadership And Experience Design

- Supervise and support Enrichment Teachers to ensure enrichment blocks are well managed, engaging, and aligned with program goals.
- Conduct walkthroughs of enrichment spaces and provide short feedback loops that strengthen facilitation, routines, and scholar engagement.
- Coordinate enrichment schedules, materials readiness, and transitions into and out of enrichment spaces.
- Support consistent routines and behavior supports during enrichment, ensuring scholars remain safe and engaged.

Daily Operations Coordination

- Own a daily operations rhythm that includes morning readiness checks, midday adjustments, and end-of-day reset coordination.
- Coordinate transitions and coverage for high-movement moments such as arrival, lunch, recess, swim movement, and dismissal.
- Troubleshoot day-of issues that affect schedule flow, space use, staffing coverage, and scholar supervision, escalating as needed.
- Support field trip and special event readiness through logistics coordination and day-of execution support.

Program Staff Coordination And Follow-Through

- Coordinate daily communication and assignments for program staff roles connected to nutrition, swim, transportation support, and custodial needs.
- Reinforce expectations for professionalism, safety, and reliability across program spaces.
- Ensure spaces are reset between activities and that core operational tasks are completed consistently.

Scholar Safety And Supervision Systems

- Support supervision plans for transitions and common areas and address gaps quickly.
- Ensure recess is structured, safe, and supervised, with clear routines for equipment, boundaries, and group management.
- Coordinate with the Program Director (Site Director) on any recurring safety concerns or operational breakdowns that require program-level changes.

Coordination With Leadership Team

- Maintain a clear daily communication rhythm with the Program Director (Site Director), Academic Coordinator, and Academic Support Coordinator (Remediation And Assessments).
- Share patterns and operational friction points so solutions can be implemented quickly.
- Support program-wide communication needs by ensuring operational details are accurate and clearly shared.

What Success Looks Like

- Enrichment blocks run smoothly, start on time, and keep scholars engaged.
- Transitions are predictable, staffed, and calm, with minimal downtime or confusion.
- Meals, recess, swim transitions, and dismissal run consistently and safely.
- Operational issues are solved quickly and do not become repeated disruptions.
- Staff know where to be, what to do, and how to support each other without gaps.

Qualifications And Mindset

- Experience coordinating youth programs, OST, camp-like operations, or school-based programming with complex daily logistics.
- Strong organization, communication, and ability to manage multiple moving parts at once.
- Comfort leading adults, giving direction, and following through without over-managing.
- Commitment to creating safe, structured, joyful experiences that support scholar growth.

Time: The 2026 program will run from Thursday, June 4th through Thursday, July 2nd with mandatory post planning on Wednesday, July 6th. Mandatory orientation, planning and classroom set-up is scheduled for Wednesday, June 3rd. Staff may be assigned to the Horizons Scholar Assessment Day on Saturday, May 2nd. The program will be closed on Thursday, June 19th.

Pay: Leadership Team members can earn up to \$5,500 (pay adjusted for time away from the program) for Spring Leadership Team meetings, pre-training, Scholar Assessment Day/Family Orientation, four-week program, and post planning.

What is Horizons at Georgia Tech? Horizons at Georgia Tech seeks to help children of limited financial means to find success in school and to set high goals for themselves including high school graduation and participation in post-secondary educational experiences. Horizons is committed to the development of the whole child through experiences that enhance confidence, foster awareness of community responsibility, build problem-solving skills, and encourage a life-long interest in learning. All Horizons students learn how to swim, making them safer and building confidence. We encourage children to take charge of their lives and realize their full potential. Come join our amazing program! For more information on Horizons at Georgia Tech please visit www.horizonsnational.org, www.horizonsatlanta.org or <https://expandedlearning.ceismc.gatech.edu/horizons/about>.

Enrichment And Operations Coordinator: Day-To-Day Jobs, Duties, And Responsibilities

Daily Non-Negotiables

- Confirm operational readiness before scholars arrive (spaces, materials, staffing coverage, known changes).
- Attend morning staff huddle and share key operational notes and priorities.
- Manage transition coverage and troubleshoot schedule flow issues as they emerge.
- Complete walkthroughs of enrichment spaces and common areas and support quick adjustments.
- Coordinate lunch and recess flow, including trash routines and space reset expectations.
- Support swim movement routines and coverage coordination as assigned.
- Check in mid-day with program staff roles to confirm tasks are on track.
- Support dismissal routines and end-of-day resets for spaces and materials.

Weekly And Milestone Duties

- Coordinate logistics for field trips, special events, and schedule shifts.
- Maintain organized communication and simple documentation for operational plans and recurring needs.
- Identify recurring friction points and propose practical solutions to the Program Director (Site Director).
- Support volunteer deployment plans if volunteers are used to support transitions, recess, or enrichment blocks.

Rapid-Response Responsibilities (As Needed)

- Fill operational gaps quickly by reassigning coverage, adjusting timing, or securing additional support.
- Respond to space changes, weather shifts, missing materials, or staffing changes without disrupting scholar experience.
- Support immediate supervision solutions for safety concerns in common areas or transitions.