



Bluebonnet

Home Scholars Collaborative
flower forth

Job Description Campus Coordinator

Job Title:	Campus Coordinator
Work Hours:	Part time, hourly, approximately 5-12 hours/week
Compensation:	Starting wage of \$13/hour
Supervisor:	Campus Operations Manager
Desired Start Date:	August 1, 2024

Overview:

The Bluebonnet Home Scholars Collaborative (BHSC) Campus Coordinator will work with the Executive Director, the BHSC leadership team, and BHSC instructors to organize and administer BHSC class days, activities, and events. The Campus Coordinator will help oversee campus operations and provide additional administrative support as needed.

Core Characteristics Needed:

The core characteristics needed for successful fulfillment of job responsibilities are listed below:

Tenacity: The successful candidate demonstrates determination and tenacity both in pursuing on-going learning and growth and also in serving and caring for fellow members of the community.

Collaboration: The successful candidate respects the intrinsic dignity and worth of each individual and honors others in all their interactions by listening well and offering honest, direct communication in a spirit of true collaboration.

Freedom: The successful candidate embraces the ecumenical Trinitarian community of BHSC and respects the freedom and potential of students, parents, and fellow staff members.

Wonder: The successful candidate shares the BHSC vision for Christian home education grounded in both classical tradition and contemporary research and aimed toward wonder, knowledge, love, and action.

Professionalism: The successful candidate demonstrates high standards of professional behavior, prioritizes and pursues clarity and organizational health, and continuously seeks to increase competency and understanding.

Areas of Responsibility:

The primary areas of responsibility include, but are not limited to the following:

- Be the “go to” person for all BHSC on-campus needs on class days
- Lead and/or assist in preparations for BHSC on-site classes, activities, and events.
- Oversee room scheduling, set-up, and clean-up; assure proper facilities are secured for specific class requirements.
- Work with leadership team and classroom instructors to inventory, distribute, and organize supplies including texts and other curricular resources.
- Coordinate parent volunteers and student study hall.
- Help address student behavior and safety concerns and follow-up with parents.
- Oversee student drop-off and pick-up.
- Connect with parents and students and foster positive community relationships.
- Monitor and enforce on-site safety protocols and program procedures.
- Maintain organized paper files and supplies.
- Facilitate or help facilitate bi-weekly BHSC community assemblies.
- Answer phones, place calls, and/or respond to email if requested.
- Attend and participate in parent meetings and in periodic staff meetings as requested.
- Assist with family interviews and the admissions process.
- Help coordinate events such as biannual Fine Arts Showcases, emergency drills, all-staff meetings, and current/prospective parent meetings.
- Three (3) days of teacher in-service (tentatively Aug. 6, 2024, and Jan. 14 and May 20, 2025).
- Promote and be proactive in furthering the ministry of BHSC.
- Maintain a lifestyle in consonance with sound Christian principles and the values of BHSC.

Qualifications:

- Must have the ability to organize people, events, and paperwork
- Must be comfortable and amiable in interacting with many people throughout the day
- Must have a track record of reliability, accuracy, discretion, initiative, and attention to detail
- Must demonstrate strong communication skills in speaking and writing
- Personal homeschooling experience preferred
- Bachelor’s degree or equivalent work experience preferred
- Administrative and customer service experience preferred

Non-Discrimination Policy:

It is the policy of Bluebonnet Home Scholars Collaborative (BHSC) to make all employment-related decisions for its employees and applicants in accordance with all applicable federal, state, and local laws and regulations and without regard to race, color, national origin, age, sex, or disability. BHSC hires individuals who are committed to supporting BHSC’s beliefs as expressed in the BHSC by-laws and family enrollment agreement. BHSC will employ only persons who are authorized to work in the United States.