

**School Coordinator**  
**Richmond Friends School**

Position Title:	School Coordinator
FLSA Classification:	Exempt
Reports to:	Head of School
Hours:	This is a full-time benefits-eligible position
Start date:	August 1, 2021

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Position Overview

Richmond Friends School is seeking a full-time School Coordinator. The School Coordinator is primarily responsible for managing the myriad of logistical details that ensure efficiency in the school's operations. The School Coordinator works closely with the Head of School. A college degree is preferred, although previous administrative experience can substitute for a degree.

Primary Responsibilities

- **Administrative Support**
  - Serves as receptionist and manages the phones
  - Manages account payable and receivable and making bank deposits
  - Responsible for payroll
  - Responsible for organizing, executing and appropriate record keeping for monthly fire/emergency drills
  - Attend faculty meetings and takes appropriate minutes if necessary
  - Serves as recording secretary for the RFS board of trustees: attends meetings, records and publishes minutes
  - Managing First Aid procedures
  - Manages relationship with RCS, particularly in matters pertaining to private school entitlement programs
  
- **Logistics**
  - Coordinates field trip arrangements
  - Manages "Wellness Wednesday" program with Earlham College
  - Manages and schedules substitute teachers and volunteers
  
- **Managerial**
  - Assists with enrollment, including giving tours, answering questions and managing enrollment process through *QuickSchools*
  - Attendance manager
  - Manages monthly newsletter
  - Other duties as assigned by Head of School

### **How to Apply**

Qualified applicants should send: 1) resume; 2) cover letter; and 3) three professional references to [headofschool@richmondfriendsschool.org](mailto:headofschool@richmondfriendsschool.org). Vetting and interviewing will take place after July 1, 2021.