



## **AUXILIARY PROGRAMS COORDINATOR - PART-TIME**

**Al Fatih Academy (AFA) seeks an Auxiliary Programs Coordinator for the remainder of the 2025-2026 school year for immediate hire.** AFA is a Muslim independent school serving preschool through Grade 8, with approximately 240 students, in Reston, VA. AFA is dual-accredited by Cognia & CISNA and is an accreditation candidate with the Virginia Association of Independent Schools.

### **ROLE & RESPONSIBILITIES**

**The Auxiliary Programs Coordinator is responsible for the planning, coordination, and launch of Al Fatih Academy's Summer Program and for laying the operational foundation for year-round auxiliary programming.** This role is designed as an initial phase of a long-term programmatic expansion. This is a rare opportunity for a creative, entrepreneurial, and operationally capable leader to design and steward a portfolio that includes summer programming and may expand to after-school, before-school, weekend, and partnership programs. Responsibilities include:

#### **A. Summer Program Design & Launch**

- Design and coordinate AFA's Summer Program, including:
  - Program structure, camp theme and/or weekly themes, and daily schedules
  - Age-appropriate offerings that consider academic objectives, enrichment, recreation, and Islamic identity development
- Determine staffing needs for summer programming, including:
  - Identifying internal staff and external instructors
  - Supporting onboarding, schedules, and coverage
- Collaborate with school leadership to determine tuition pricing, enrollment caps, and registration timelines
- Coordinate logistics for summer programming to determine space usage, supplies, drop-off and dismissal procedures, and safety expectations
- Support marketing and enrollment efforts for the Summer Program in collaboration with the administration

#### **B. Program Operations & Systems Development**

- Collaborate with the current Programs and Facilities Manager to develop operational systems that can be reused for future auxiliary programs, including: registration workflows, planning checklists, measures of program effectiveness and program satisfaction
- Utilize current AFA handbooks to draft a summer program-specific handbook, policies, and expectations for summer programming
- Serve as the primary point of contact for enrolled families during the Summer Program

- Provide a post-summer program report including enrollment data, financial summary (in coordination with administration), program strengths, and recommendations for improvement.

## **QUALIFICATIONS**

Ideal candidates should have the following qualifications:

- Bachelor's degree required; Master's degree in Education, Business, or related field preferred.
- Experience in summer camps, youth programs, auxiliary programs, recreation, or related enterprises; independent school experience is helpful but not required.
- Demonstrated success supervising, coaching, and evaluating staff; proven ability to build cohesive, high-performing teams.

Ideal candidates should be able to demonstrate:

- Genuine affinity for school-aged children and enthusiasm for the culture of an independent Muslim School.
- Excellent communication skills (e.g., clear, warm, and responsive) with the ability to work effectively with children, families, faculty/staff, and external partners.
- Highly organized, detail-oriented, and able to manage multiple priorities in a dynamic environment.
- Comfort stepping into a newly created role, building relationships, learning school culture, and gradually extending an umbrella of coordination over existing programs.
- Possess knowledge of summer school curricula, instructional practices, and age-appropriate activities.
- Oversee, direct, and evaluate teachers/staff for the summer program.

The following provides a brief description of physical requirements for this position:

While performing the duties of this job, the employee regularly talks, expresses, or exchanges ideas verbally. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities, including the ability to learn, recall, and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

**Full-time availability for the duration of the summer program is required (days and hours to be determined once the summer program schedule is finalized).**

## **HOURS AND COMPENSATION**

This role is part-time (up to 15 hours per week) from the date of hire up until the summer program. Once the summer program begins, the role will transition to full-time. Compensation will be \$25/hr (negotiable if bringing significant experience), with a potential bonus of up to 5K if enrollment exceeds the target by at least 25%.

**This position reports directly to the Head of School.**

## **FUTURE GROWTH OPPORTUNITY**

This part-time role is designed as an initial phase in the expansion of Al Fatih Academy's auxiliary programming, with a defined summer focus. Following the conclusion of the Summer Program, the school will conduct a review of program outcomes, enrollment, and operational sustainability. If the summer program is successful and the school's needs align, this role may evolve into a full-time position for the 2026–2027 academic year, with expanded responsibility for year-round auxiliary and extended-day programming.

Interested candidates should complete the [Interest in Employment at Al Fatih Academy form](#).

Successful candidates must complete all required background checks

AFA is an Equal Opportunity Employer committed to the principle of equal employment opportunity for all and providing employees with a work environment free of discrimination and harassment. All employment decisions at AFA are based on school needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations of the United States. AFA will not tolerate discrimination or harassment based on any of these characteristics. AFA encourages applicants of all ages.

Our mission is to cultivate and nurture a thriving American Muslim identity that balances religious, academic, and cultural knowledge, emphasizing the importance of civic involvement and charitable work. Through an interdisciplinary and integrated programming approach, we unite students, teachers, families, and the community to provide an exceptional learning experience.

AFA Core Values: Be Intentional & Mindful | Build Community | Uphold Excellent Character | Create Serenity & Peace | Transform Knowledge into Action | Practice Stewardship & Service