The Aftercare Coordinator is responsible for the supervision and coordination of program and staff. The Coordinator is directly responsible for planning and organizing all daily activities of the aftercare program. In addition, the coordinator is responsible for planning, implementing, and delivery of both aftercare and half day programs.

Job Title: Aftercare Coordinator

Hours: Part time, Monday through Friday, 2:30pm -6:30pm

Reports to: Susan Spisz, Lower School Director

Qualifications:

- College degree preferred.
- Must love children and have two years of previous experience working with elementary school aged children.
- Be a self-starter and perform job with little supervision.
- Excellent written and oral communication skills.
- Must be solution-oriented and able to think proactively.
- First aid/CPR certified. Training will be provided.

Duties and Responsibilities/Essential Functions:

- Provide participants with the appropriate leadership during the program.
- Develop and plan activities and set a daily routine.
- Provide a warm and caring atmosphere for participants.
- Prepare activities that are developmentally appropriate for the age of the children.
- Communicate with the parents through daily drop-off and pick-up.
- Maintain a safe environment for participants.
- Submit all written correspondence to the Lower School Director for approval prior to distribution.
- Maintain records of attendance and sign-in/out sheets and follow late pickup policy with consistency.
- Maintain a positive attitude toward co-workers, students, and the school.
- Responsible for all activity and room preparations for the program.
- Keep the room neat and orderly.
- Request supplies for the program from the Lower School Director.
- Follow and enforce all school policies and procedures.
- Be adaptable to work in all weather conditions. May be required to work in various temperatures within the facility and outside.
- Make recommendations to the Lower School Director for improvement on equipment, supplies, facility and program needs.
- Ability to use good judgment and effective problem-solving skills.
- Maintain proper administrative paperwork. This includes but is not limited to time sheets, attendance sheets, leave request forms, and accident/injury forms.
- Be flexible and adaptable to new situations.
- Other duties as assigned.