



Job Title: Aftercare Coordinator

Reports to: Lower School Principal

Job Summary:

The Aftercare Director will be a Christian who will oversee all three sections of aftercare in the Lower, Middle and Upper School divisions. They will continually supervise students and contribute to their development as mature Christians, consistent with The First Academy philosophies, vision and mission statement. This position is a part-time hourly position of approximately 20 hours per week when school is in session.

Essential Job Functions:

- Ensure the safety and security of students and staff at all times
- Effectively schedule aftercare staff to ensure proper student to staff ratio
- Input students time usage into billing spreadsheet on a weekly basis
- Properly order supplies/snacks to ensure the overall effectiveness of the aftercare program
- Reply to parent/guardian emails, questions or concerns in a timely manner
- Communicate billing information to parents or financially responsible parties
- Participate in the interviewing of aftercare support staff candidates

Required Qualifications and Experience:

- Evidence a mature personal Christian faith consistent with the First Academy Statement of Faith including being a born again Christian, active Church member, exhibiting a close personal walk with Jesus Christ: modeling an exemplary Biblical lifestyle and evidencing maturity in the understanding and integration of sound Biblical principles in the aftercare program
- Demonstrate an understanding of and a commitment to the distinctive qualities of Christian education
- Feels called by God to work with children
- Present a positive image of the school to others and to the community
- Ability to maintain an appropriate work/life balance
- Demonstrate strong problem solving and conflict resolution skills, incorporating the appropriate level of diplomacy and tact
- Possess solid communication skills, both written and verbal, strong organizational skills, ability to finish tasks in a timely manner and effectively partner and collaborate with others
- Ability to maintain confidentiality pertaining to school/student matters
- Experienced with using technology, including Excel
- Possess a high school diploma or equivalent
- Minimum of 2-years experience in a supervisory or instructional setting working with children
- CPR and First Aid certification required