

FLSA Status: Non - Exempt, Hourly
Salary: Minimum wage up to \$20/hr,
based on experience
Schedule: Mon-Fri, 1:30 pm - 6:00 pm
Hours: 4 hour shifts, 25 hrs week ma,



Job Title: Little Cougars After School Coordinator
Department: School
Position: FT PT (10-month, position September -June)

Primary Function: The After School Coordinator will be responsible for planning, organizing, and supervising activities for students in grades PreK- 4th grade in our after-school program. This position requires creativity, strong communication skills, and a passion for working with children in a faith-based environment.

Essential Core Qualities:

- Character traits necessary to teach young children - enthusiasm, warmth, and dedication.
- Strong verbal and written communication and teaming skills.
- Role model and lifelong learner.
- Comfortable with leading prayer and sharing faith with students.

Responsibilities:

Program Planning and Implementation:

- Develop and implement a structured and engaging after-school program curriculum that aligns with the school's mission and values.
- Plan age-appropriate activities, games, crafts, and educational projects to foster social, emotional, and academic development.
- Coordinate with school staff to ensure seamless transition from the regular school day to the after-school program.

Supervision and Safety:

- Provide a safe and nurturing environment for students during after-school hours.
- Supervise students during snack time, outdoor play, homework assistance, and other activities.
- Enforce school policies and procedures to maintain a positive and respectful atmosphere.

Communication:

- Communicate regularly with parents/guardians regarding program updates, student progress, and any concerns.
- Collaborate with teachers and school administrators to support the needs of individual students.

Administrative Tasks:

- Maintain accurate attendance records and sign-in/sign-out procedures for students.
- Assist with administrative tasks such as organizing supplies, scheduling activities, and managing program logistics.

Spiritual Development:

- Infuse Catholic values and teachings into daily activities and interactions with students.

06/11/2024

- Foster an environment that promotes kindness, empathy, and respect for others.

Qualifications: Basic understanding and acceptance of Catholic School philosophy, understanding of child development and skills necessary to relate to students, appropriate control and discipline techniques; Previous experience working with children in a school or childcare setting preferred; Strong organizational and time-management skills; Excellent communication and interpersonal abilities; Ability to work collaboratively with a diverse team of staff, students, and families.

Education: Associates degree or higher education, clear background check, successful completion of Protecting God's Children.

Experience: 1-3 years experience in a preschool or school age classroom. Required CPR and First Aid certification and EpiPen trained.

Schedule: Monday through Friday, 1:30 pm to 5:30 pm, when school is in session. Schedule may vary slightly.

Ergonomic Requirements: The functions of this position usually performed are standing, and sitting, standard lifting, walking, carrying and other movements. Tasks involving working on a computer keyboard, involved extensive wrist and hand movement. All individuals in this position are required to perform these tasks without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions listed above.