



Job Description –After Care Coordinator

The After Care coordinator is an hourly position with a school-year-only work schedule from 3:00 – 6:00 pm each day school is in session. The After Care coordinator will report to the Academic Dean.

Major Function

The After Care coordinator is responsible for the supervision and coordination of the program and staff. The coordinator is directly responsible for planning and organizing all daily activities, and implementing the policies and procedures developed for the program.

The before and after care coordinator's essential duties and responsibilities are as follows:

- Ensure safety and security of enrolled participants
- Implement the program's mission and goals
- Develop and plan activities that incorporate the program's goals into the daily schedule
- Manage and supervise all daily operations and aspects of the program and coordinate with the school's administration, teachers, and facility staff
- Provide a high-quality learning and playing environment and manage activities that extend the school day
- Build and maintain positive relationships with all stakeholders (participants, parents, school staff and administration).
- Maintain open communication between the staff, school personnel, and parents
- Maintain accurate and up-to-date records such as attendance and sign-in/out sheets, incident/accident reports, and prepare reports, as requested
- Report any problems which arise with participants, other employees, parents, or the school to the Academic Dean
- Responsible for all activity and room preparations for the program
- Request and maintain supplies for the program.
- Assist with acquiring program supplies
- Follow and enforce program policies and procedures.
- Ensure that the program operates in compliance
- Assist with program evaluations and use the data for program improvements
- Other duties as assigned

The minimum requirements for this job are as follows: High school degree.

- Fingerprinted and background checked.
- Additional Qualifications include:
- Ability to demonstrate, uphold, and promote in daily interactions a commitment to CCA's mission and vision, and the moral character and civic virtue CCA embodies
- Be a self-starter and perform the job with little supervision
- Possess the ability to communicate well, both verbally and in writing
- Possess basic knowledge and understanding of school-aged children
- Be flexible and adaptable
- Ability to use good judgment and implement effective problem-solving skills

- First Aid/CPR certified (preferred – will train the right candidate)
- Possess organizational and administrative skills. The organization is an equal opportunity employer

The organization is committed to providing equal opportunity for all individuals in all areas of recruitment, selection, placement, training, assignment, transfer, compensation, benefits, discipline, retention, and promotion. The board commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, religion, age, sex, national origin, or disability. All decisions with regard to employment shall be in compliance with applicable state and federal laws.