

After School Child Care Program Coordinator

Legacy Christian School

Job Type: Part-time

Job Summary:

The After School Child Care Program Coordinator at Legacy Christian School is responsible for creating a safe, nurturing, and enriching environment for students enrolled in our after school care program. This individual will oversee daily activities, provide supervision, and ensure that all program participants are cared for in accordance with the values and principles of our Christian faith.

Responsibilities:

1. Develop and implement age-appropriate activities and programming that align with Christian values and principles.
2. Provide supervision and support to students during after school hours, ensuring their safety and well-being at all times.
3. Coordinate snack time and assist with homework completion as needed, fostering a supportive learning environment.
4. Communicate effectively with parents/guardians regarding program activities, student behavior, and any concerns or updates.
5. Maintain accurate attendance records and ensure all necessary paperwork is completed for each student.
6. Collaborate with school staff and administration to integrate the after school program with the overall educational mission of the school.
7. Uphold and model Christian values and behavior in all interactions with students, parents, and colleagues.
8. Maintain a clean and organized program space, including ensuring all supplies and materials are readily available.
9. Attend staff meetings and professional development opportunities as required.
10. Perform other duties as assigned by the school administration.

Qualifications:

1. A strong commitment to the Christian faith and the values upheld by LCS.
2. Previous experience working with children in a childcare, education, or recreational setting.
3. Excellent communication and interpersonal skills, with the ability to interact positively with students, parents, and colleagues.
4. Patience, compassion, and a genuine love for working with children.
5. Ability to effectively manage a group of students and maintain a safe and orderly environment.
6. Basic understanding of child development principles and best practices in childcare.
7. CPR and First Aid certification (or willingness to obtain upon hire).

8. High school diploma or equivalent required; additional education or coursework in early childhood education or a related field preferred.

Application Process:

To apply for the After School Child Care Program Coordinator position, please submit a resume and cover letter detailing your qualifications and explaining your interest in working at Legacy Christian School. Applications can be submitted via email to cdeyoung@legacycs.org or in person at the school office. We look forward to reviewing your application and considering you for this important role in our school community.