

POSITION: After-School Care Supervisor  
REPORTS TO: JIS Academy Academic Advisor  
CAMPUS: School Wide/JIS Academy

**PURPOSE**

We are seeking a responsible and caring individual to join our team as an After-School Care Supervisor. The successful candidate will be responsible for supervising and engaging children in a relaxed environment during after-school hours. This role involves ensuring the safety and well-being of the children while facilitating board games, reading sessions, and outdoor playtime

**QUALIFICATIONS, EXPERIENCES & ATTRIBUTES**

- Previous experience working with children in a supervisory or educational role.
- Fluent in English
- Strong communication and interpersonal skills.
- Ability to manage groups of children effectively and safely.
- Patience, creativity, and a genuine interest in working with children.
- Willingness to attend and pass our child safeguarding and first aid training.
- Reliable, punctual, and trustworthy.
- Clear commitment to Child Protection, safety, service learning and environmental stewardship

**DUTIES AND RESPONSIBILITIES**

- Supervise children in KG-Grade 5 during after-school hours from 2:00 PM to 4:30 PM.
- Facilitate and oversee activities such as board games, reading, and outdoor playtime.
- Ensure a safe and positive environment for all children.
- Monitor and manage behavior, encouraging respectful and cooperative play.
- Communicate effectively with JIS Academy personnel regarding any concerns.
- Maintain a clean and organized environment for the children

**TO APPLY**

Please send your cover letter, resume and 3-5 list of professional references to [recruitment@jisedu.or.id](mailto:recruitment@jisedu.or.id)