



Job Description: K-8 Aftercare Coordinator

"Discipling young people to make a difference in their world"

Job Classification: Staff
Provisional Period: Yearly contract based on annual evaluation
Department: K-8
Assignment Category: Part-time

Job Description Summary:

The K-8 Aftercare Coordinator for Desert Christian Schools is responsible for the welfare and safety of K-8 students who are enrolled in the aftercare program.

Ministry Description Summary:

He/she has a calling in his/her heart to serve God as a staff member; who is assured of his/her personal worth and professional competence, both being in balance with the Scriptures; who leads a consecrated life before the Lord, co-workers, and students, and is a committed follower of Jesus Christ. He/she shows a high degree of professionalism and responsibility in the fulfillment of his/her duties as a staff member of DCS.

Specific Job Duties:

- Supervision and safety of students remaining after school from 2:50 pm to 5:30 pm
- Setup and breakdown of tables each day
- Shopping for snacks as needed (weekly)
- Lock up campus after all students have been picked up
- Check students in and out
- Monthly billing information routed to business office for actual billing
- Knowledge of the health issues/allergies of enrolled students
- Distribution of snacks each day
- Provide homework/quiet time
- Create and facilitate a weekly craft time
- Provide a scheduled playtime each day

Performance Standards/Skills required:

- Multi-tasking
- Flexibility
- Communication skills
- Organizational skills
- Teachability
- Leadership

Job Factors:

- **Minimum education level required:** Administrator's discretion
- **Minimum experience level required:** Administrator's discretion
- **Reports to:** K-8 Administrator
- **Supervision exercised:** Enrolled students
- **External contacts:** Parents