

After School Program Director Job Description

The After School Program Director is responsible for coordinating and overseeing the After School Program at Effort Baptist Church. The Program Director will work with the Children's Minister in ensuring that the after school program is a continuance of the ministry of Effort Baptist Church.

Necessary Qualifications:

- 0 2 years child care experience
- 1 Ability to partner with other staff members to create a cohesive working environment.
- 2 Time management: the ability to organize and manage multiple priorities
- 3 Excellent interpersonal and communication skills
- 4 Strong team player
- 5 Love of children
- 6 Basic computer and email efficiency
- 7 Excellent driving record

Essential Functions and Responsibilities:

- 8 Work with and direct after school staff in the preparation of outdoor games, snack, homework room, special activities.
- 9 Coordinate volunteers in their teaching of special interest activities.
- 10 Communicate and coordinate off campus trips and lessons with community businesses and organizations.
- 11 Organize children in a safe and effective manner during all transitional times, including but not limited to transition to snack, transition to outside play, and off campus activities.
- 12 Be a positive role model to children by expressing grace and courtesy, which includes but is not limited to the following: speaking in soft tones, saying please and thank you, being kind and courteous to both children and fellow staff members, not gossiping, praying with children.
- 13 Prepare snack schedule and inform Children's Minister of snack needs.
- 14 Follow all rules, policies and procedures of Effort Baptist Church and DSS guidelines
- 15 Complete all attendance report forms for children and staff.

- 16 Report after school staff employment hours to Assistant School Director for payroll reporting.
- 17 Provide support to After School families and students in way of daily correspondence, feedback on student's accomplishments, areas of improvement, etc.
- 18 Maintain a clean and organized space to ensure the health and safety of the facility for the children.
- 19 Complete other duties as outlined by either Children's Minister or Church Pastor.

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