



# CROSSLAKE

COMMUNITY SCHOOL

## JOB DESCRIPTION

### JOB TITLE

Kids Care Coordinator

### FTE/HOUR ALLOTMENT

5 hours per week .125 FTE

### REPORTING STRUCTURE

Reports to: In-Person Principal

Supervises: In-Person Kids Care Employees/Workers

### MISSION ALIGNMENT

**Our Mission:** To grow environmentally literate, community-impacting learners of excellence.

**Our Vision:** CCS strives to be a school where students build meaningful connections with each other, the community, and the environment through exceptional and relevant learning experiences.

### DEPARTMENT/PROGRAM

In-Person Program

### JOB SUMMARY/PURPOSE

The Kids Care Coordinator is responsible for the overall planning, implementation, and administration of a safe, engaging, and enriching after-school and summer care program for children of school age. This includes developing and overseeing a variety of activities that promote the academic, social, emotional, and physical development of students beyond regular school hours. The Coordinator will work collaboratively with school staff, families, and community partners to ensure the program meets the needs and interests of the students and aligns with the organization's mission and educational goals.

## STRATEGIC ALIGNMENT & EXPERIENCE IMPACT

This position supports our strategic directions and contributes to creating positive daily experiences by:

- **For Students:**
  - Supporting students to feel appreciated, understood, cared for, and included
  - Providing relevant, engaging learning opportunities aligned with student interests
  - Creating hands-on, interactive learning experiences including outdoor education
- **For Staff & Community:**
  - Fostering a collaborative, supportive work environment
  - Ensuring effective communication with families and community members
  - Supporting the overall operations and systems of the school

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties and Responsibilities:

- **Program Development and Implementation:**
  - Plan, develop, and implement age-appropriate activities and curriculum for the after-school program, including academic support, recreational activities, arts and crafts, and other enrichment activities.
  - Coordinate with teachers to align program activities with classroom learning objectives.
  - Maintain an inviting, safe, orderly, and engaging environment for students.
  - Develop schedules that incorporate student interests, required curricula, and timeframes, and ensure their successful implementation.
- **Student Engagement and Supervision:**
  - Provide direct supervision and ensure the safety of all students in the program.
  - Foster a positive and inclusive environment that encourages student participation and interaction.
  - Promote positive behavior and conflict resolution among students.
  - Provide homework assistance and tutoring as needed.
- **Staff Management and Development:**
  - Recruit, train, supervise, schedule, and evaluate program staff and volunteers.
  - Delegate tasks and provide guidance to staff members, fostering teamwork and professional growth.
  - Conduct regular staff meetings and professional development sessions to maintain excellence.
- **Administrative and Reporting:**
  - Maintain accurate records including student attendance, enrollment, and progress reports.
  - Prepare and submit accurate and timely reports as required by the organization or funding agencies.

- Manage the program's budget and resources effectively.
- Maintain proper administrative paperwork, including timesheets, attendance sheets, leave request forms, and accident/injury forms.
- **Communication and Community Relations:**
  - Establish and maintain clear and consistent communication with school administration, teachers, parents, and community representatives.
  - Share program updates and information with parents through various channels, such as newsletters and digital platforms.
  - Collaborate with parents and community organizations to develop programs that meet the diverse needs and interests of the student population.
  - Promote and support the program within the school and local community.

## **CORE VALUES DEMONSTRATED IN THIS ROLE**

This position demonstrates our core values through:

- **Respect:** Of students, families, and staff
- **Excellence:** Safe, secure, and exciting programming
- **Learning:** Supplemental learning from the day
- **Integrity:** Doing the right thing
- **Community:** Assisting with community family childcare needs

## **REQUIRED QUALIFICATIONS**

- Education: All education levels accepted – must be a high school graduate
- Experience: Three or more years working with children
- Knowledge/Skills: CPR, First Aid
- Commitment to environmental education and community impact
- Excellent communication and relationship-building skills
- Organized, patient, and knowledgeable

## **PREFERRED QUALIFICATIONS**

- Bachelor's degree in Education, Child Development, Social Work, Recreation, or a related field
- Two years of experience working with youth in a supervisory or program coordination capacity
- Experience in program planning, implementation, and evaluation
- Strong organizational and time-management skills
- Excellent written and verbal communication and interpersonal skills
- Proficiency in basic office software (e.g., Google Workspace, Microsoft Office)
- Knowledge of child and adolescent development principles
- Ability to work effectively with diverse populations and foster an inclusive environment
- CPR and First Aid certification (or ability to obtain within a specified timeframe)

- Must pass required background checks and screenings

## **WORKING CONDITIONS**

In-person position – inside and outside the school building

## **DISCLAIMER**

This position description accurately reflects the primary duties, responsibilities, and requirements of the role. It does not exclude other assigned duties not mentioned above. CCS is an equal opportunity employer committed to building an inclusive community of educators.

## **TERMS OF EMPLOYMENT**

- **Agreement:** 9-month, with additional summer work possible
- **Schedule:** 1 hour per day; with additional time as needed. This will include working the Kids Care program, but the pay will be at an hourly rate
- **Position Type:** In-Person
- **Technology Requirements:** Must maintain and regularly update Google Calendar as the school uses Google Workspace, or ensure Administrative Assistant does so
- **Meeting Requirements:** Hold meetings with workers as needed
- **Delegation Structure:** Reports to In-Person Principal
- **Salary Range:** \$3,750 Stipend Pay, additional \$420 for summer work
- **Benefits:** No benefits

If interested, please send a resume and letter of interest to [hiring@crosslakekids.org](mailto: hiring@crosslakekids.org)

**Board Approved**    Date: \_\_\_\_\_