



JOB DESCRIPTION

JOB TITLE

Kids Care Coordinator

FTE/HOUR ALLOTMENT

5 hours per week .125 FTE

REPORTING STRUCTURE

Reports to: Seat Based Director

Supervises: Seat Based 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

JOB SUMMARY/PURPOSE

The Kids After School Coordinator is responsible for the overall planning, implementation, and administration of a safe, engaging, and enriching after-school 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 (if applicable):**
 - 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 time sheets, 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:** assist with community family childcare needs

REQUIRED QUALIFICATIONS

- **Education:** All Education Level accepted - must be HS graduate
- **Experience:** three plus years working with children
- **Knowledge/Skills:** CPR, First Aid
- **Personal attributes:**
 - 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 (accepted).
- Two years of experience working with youth in a supervisory or program coordination capacity (preferred).
- 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 Suite, 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

Seat based 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,
 - **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 possible
 - **Delegation Structure:** Reports to Seat Based Director
 - **Salary Range:** \$3750 Stipend Pay
 - **Benefits:** no benefits
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- If interested, please send a resume and letter of interest to hiring@crosslakekids.org.

APPROVAL SIGNATURES

Position Description Creator: _____ Date: _____

Immediate Supervisor Approval: _____ Date: _____

Human Resources Review: _____ Date: _____

Board Approved _____ Date: _____

environmentally  literate learners