



# The City School

LIGHT TO THE CITY

## AFTERCARE COORDINATOR – FAIRMOUNT CAMPUS

### QUALIFICATIONS

- A minimum of high school diploma
- Minimum of one year experience working with youth in an organized setting
- Possess excellent management, organizational and communication skills
- Desire to work in a multi-racial, urban, Christian School
- Have a commitment to Christ and urban Christian education

### RESPONSIBILITIES

The Aftercare Coordinator will be responsible for supervising and coordinating activities for 30 to 40 students at the elementary campus. The applicant must have good management skills and ability to monitor students during homework and play. Creativity is needed to develop a solid routine for students. This position will also include greeting parents, recording attendance and dismissal duties. Scheduled hours are from 2:30 PM- 6:30 PM Monday through Friday. (Approx. two Fridays a month 12:00 PM - 6:00 PM)

Contact (initial applications must include resume and cover letter):  
Melissa Sanchez, Principal – Fairmount, [msanchez@cityschool.org](mailto:msanchez@cityschool.org)

