



AFTER CARE COORDINATOR - SPRUCE HILL CAMPUS

QUALIFICATIONS

- A minimum of a 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
- A commitment to Christ and urban Christian education

SPIRITUAL LIFE

- Ability to express and demonstrate a personal relationship with Jesus
- Ability to articulate the Christian foundation/philosophy of the school
- Commitment to personal growth and accountability through church membership
- Openness to kindness and candor in all relationships
- Agree to, by signing, Statement of Faith

RESPONSIBILITIES

The AfterCare Assistant will be responsible for supervising and coordinating daily after school activities for thirty (30) to forty (40) students and 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 3:00 p.m. to 6:00 p.m. Monday through Thursday.**

ADMINISTRATIVE DUTIES

- Assist with the accounting of hours students were in attendance through a spreadsheet shared with the Finance Department
- Assist with the accounting for the cold supper snacks received from the Archdiocese of Philadelphia
- Attend annual training sponsored by the Archdiocese of Philadelphia about the food program
- Attend as required by the building principal all staff training / professional development days
- Follow school policies as indicated in the Faculty Handbook

Contact (initial applications must include resume and cover letter):
Africa Jones, Principal – Spruce Hill Campus, ajones@cityschool.org

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