



CALVARY
CHRISTIAN SCHOOL

After School Program Director Job Description

After School Program

- Recruit, train, hire and supervise staff for After School Program and Day Camps
- Publish monthly staff schedules
- Lead monthly ASP staff meetings
- Respond to parent concerns, requests and questions as needed
- Work with school staff to provide check-in/out sheets for ASP each week
- Coordinate with school staff to reserve rooms needed for ASP activities such as C200, the Gym, etc.
- Maintain strong relationship with church in regards to cooperative use of D4 and other shared spaces

Day Camps

- Provide adequate staffing for number of children registered for camps
- Coordinate with school staff to provide timely information to parents regarding Day Camps
- Work with ASP Asst. Director to plan fun and engaging activities for Summer Day Camp
 - Coordinate with CCSA staff for VBS
 - Coordinate with local businesses to schedule day trips
 - Secure transportation for day trips
- Publish staff schedules including necessary breaks

Skills Required

- Proficiency in Microsoft Office (Word, Excel, etc.)
- Proficiency in Google Docs (our main platform for documents and files)
- Positive and upbeat attitude with a heart for serving others
- Organized and efficient with experience in a professional setting