

Job Description
Calvary Chapel Academy
After Care

Reports to: Director, CCA Before & Aftercare
FLSA status: Hourly (non-exempt)
Hours per week: TBD
Campus: Calvary Chapel Academy, Melbourne

To supervise and interact with students in the after school program in a loving and nurturing manner within a designated area and to insure students are engaged in meaningful activities, acting and responding in Christ like ways to each other.

Win: Share the truth of God's Word and how it applies to the lives of students
Disciple: Address topics they can relate to and are relevant to their lives
Send: Model and inspire them to share what they learn from school activities

Job Requirements:

- Prepare materials and equipment for after school activities (*For it is God who works in you, both to will and to work for his good pleasure. Philippians 2:13*)
- Lead small group activities in an atmosphere where students are actively engaged in meaningful learning experiences (*Start children off on the way they should go, and even when they are old they will not turn from it. Proverbs 22:6*)
- Maintain a clean and orderly environment for students (*For God is not a God of disorder but of peace—as in all the congregations of the Lord’s people. 1 Corinthians 14:33*): Prepare and display an organized environment and maintain godly character (*And do not be conformed to this world, but be transformed by the renewing of your mind, so that you may prove what the will of God is, that which is good and acceptable and perfect. Romans 12:2*)
- Supervise students at all times
- Enforce school discipline rules (*Make every effort to keep the unity of the Spirit through the bond of peace. Ephesians 4:3*)
- Provide academic assistance to students when asked (*Beware that you don’t look down on any of these little ones. For I tell you that in heaven their angels are always in the presence of my heavenly Father. Matthew 18:10*)
- Follow attendance, punctuality and proper attire as stated in the handbook
- Insure adherence to good safety standards, including taking charge and directing children in case of an emergency
- Keep CCA administration informed of potential problems or unusual events (*Have confidence in your leaders and submit to their authority, because they keep watch over you as those who must give an account. Hebrews 13:17*)
- Respond to inquiries and concerns in a timely manner
- Keep all (students, parents, staff) personal and medical information confidential (*Those who guard their mouths and their tongues keep themselves from calamity. Proverbs 21:23*)
- Be familiar with emergency protocols as presented in the “Preparedness Plan” booklet
- Other duties as assigned by supervisor (*And whatsoever you do, do it heartily, as to the Lord, and not unto men... Colossians 3:23*)

Skills:

- High School diploma or a GED equivalent
- Ability to communicate and interact lovingly with children
- Know and effectively use Microsoft Office Software including Outlook for email
- Communicate effectively with CCA administration, teachers, students, parents and other before or after care workers
- Ability to multi-task and have disciplined time-management skills

Other Qualifications:

- Be a Christian role model in attitude, speech and actions toward *others* (*May the favor of the Lord our God rest on us; establish the work of our hands for us...Psalm 90.17*)
- Demonstrate a personal relationship with Jesus through spiritual and moral integrity (*If you declare with your mouth, "Jesus is Lord," and believe in your heart that God raised him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you profess your faith and are saved. Romans 10:9-10*)
- Fruit of the Spirit is consistently displayed in your life (*But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law. Galatians 5:22-23*)
- Be a reflection of God's love to colleagues and visitors (*A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another. John 13:34-35*)
- Mature and ongoing relationship with Christ
- Actively participate in a local Bible-believing church (*Let us not give up meeting together, as some are in the habit of doing, but encouraging one another—and all the more as you see the Day approaching. Hebrews 10:25*)
- A dependable team player who understands unity and works well with people (*Make every effort to keep the unity of the Spirit through the bond of peace. Ephesians 4:3*)
- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters (*Hebrews 13:18*)
- Servant-heart and optimistic attitude (*Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves... Philippians 2:3*)
- Have a conviction that God has called him/her to Christian school ministry (*For we are taking pains to do what is right, not only in the eyes of the Lord but also in the eyes of man. 2 Corinthians 8:21*)
- Maintain high standards of ethics, honesty and integrity in all personal and professional matters (*And do not be conformed to this world, but be transformed by the renewing of your mind, so that you may prove what the will of God is, that which is good and acceptable and perfect. Romans 12:2*)
- Follow the Matthew 18 principle in dealing with conflict
- Help create an atmosphere of unity and peace in the overall environment of the before and aftercare program (*Make every effort to live in peace with everyone and be holy Hebrews 12:14*)
- A heartfelt commitment to the core values and belief of CCM and CCA, adhering to those values in all aspects of this position
- Understand the importance of discernment, discretion, and confidentiality in the operation of the school (*Those who guard their mouths and their tongues keep themselves from calamity. Proverbs 21:23*)