



MINISTRY PROFILE

Position: Before- and After-School Care Program Coordinator
Reports to: Principal
FTE: Part Time

Job Summary: This position oversees and manages the Before- and After-School Care Program St. John the Baptist School (Howard, WI). The Program runs during the school year when classes are in session. This position will work 10 – 20 hours per week including at least one morning and one afternoon shift per week. Additional hours may be worked weekly depending upon the applicant's interest.

General Duties/Responsibilities:

Management:

- Schedule staff to ensure all shifts are adequately staffed
- Notify staff of updates and changes
- Provide guidelines for staff
- Train new staff
- Ensure consistency throughout all shifts
- Maintain supplies, toys & games
- Schedule afternoon snacks
- Schedule special events for the program

Communication:

- Register and provide new families with security codes
- Answer parent inquiries
- Provide weekly invoices to parents
- Enter hours from the time clock app into a Google Doc

Other:

- Any other responsibilities as assigned

Qualifications

- Minimum of high school diploma
- Strong customer service orientation
- Minimal computer knowledge/experience
- Ability to work with minimum supervision