



## MINISTRY PROFILE

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

**Job Summary:** This position oversees and manages the Before- and After-School Care Program at St. John Paul II Classical School (Green Bay, WI). The program runs during the school year when classes are in session. This position will work 15 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:** Candidate must strive to facilitate an environment that supports SJPII's classical model of education, with adherence to a faith approach to care. Candidate must also help to create starting components of the program, including but not limited to handbook, procedures, etc.

### 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 and 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 orientation
- Minimal experience computer knowledge
- Ability to work with minimum supervision