

Position Title: After School Coordinator

Immediate Supervisor: Director of Academics and Student Programs (Director)

Work Hours: 12-month employee

Minimum Requirements:

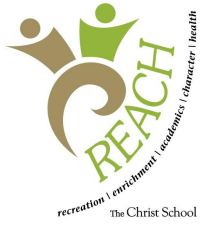
- Demonstrate professionalism and confidentiality in all aspects of the job
- Show proficiency in both oral and written communication
- Proficiently use Microsoft Office software to organize data and produce reports
- Effectively handle multiple projects and prioritize tasks
- Ability to focus on details
- Experience in an educational environment is preferred

Educational Experience and Qualifications:

- Bachelor's Degree
- Education experience and/or experience with after school, summer camp, extra-curricular activities preferred
- Effective management, organization, and communication skills

Responsibilities include but are not limited to the following:

- Develop and maintain a comprehensive policy manual for REACH (includes a behavior management plan, safety and security procedures, and crisis management plan approved by the Director of Academics)
- Recruits and makes recommendations to Director of Academics for candidates for REACH
- Provides on-site management of the day-to-day operations of the REACH
- Actively supervises, manages and mentors REACH staff; prepares and publishes weekly schedule of REACH activities and assigns staff accordingly
- Plans agenda and facilitates annual REACH staff orientation session to be held during pre-planning (includes review of the REACH policies and procedures manual)
- Ensures REACH staff have current certification in CPR and other emergency training, as needed; works with school medical assistant to schedule training sessions
- Plans and implements professional development training sessions for REACH staff
- Plans agenda and facilitates weekly REACH team leader meetings
- Facilitates monthly REACH all-staff meetings



- Provides proactive and timely communications with staff, students and parents (policy and procedures, student behavior concerns, schedules changes, etc.)
- Produces monthly REACH newsletter for families that includes highlights of the program, monthly theme, guest speakers, and other announcements and pertinent information
- Plans and implements developmentally-appropriate activities and events that align with the REACH mission – **Recreation, Enrichment, Academics, Character and Health** – and address the social, emotional, physical and spiritual needs of the students
- Ensures that appropriate supervision is in place for all students at all times
- Provides adequate equipment and materials to carry out the planned activities and events; ensures that all resources are well maintained, safe and sanitary at all times
- Maintains budget for the REACH program; orders resources, materials and snacks
- Maintains REACH program registrations and keeps an up-to-date database; provides the Director with current information on program participants
- Collaborates with the Academic Office and other school staff regarding facility needs for REACH program
- Facilitates evaluation of REACH program and individual offerings at the end of the school year to ensure the continued growth and development of the programs
- Additional duties as required or assigned