



## **Job Description After-School Care Facilitator**

### **Qualifications:**

- Minimum HS Diploma or GED; B.A./B.S. Degree preferred; (Current HCS HS Students are welcome to apply)
- Subscribes to the Purpose, Statement of Faith, and Philosophy of the School;
- Demonstrates a personal commitment to Jesus Christ, a solid understanding of the Word of God, regular participation in a Bible-believing Church, and a mature, Spirit-filled Christian character;
- Has experience in working with young children;
- Shows initiative, organization, and efficiency in meeting required tasks;
- Self-motivated, energetic, organized, flexible individual who desires to relate, nurture, and minister to children;
- Demonstrates an ability to work well with both adults and children;
- Demonstrates strong interpersonal skills and written and verbal communication skills;
- Demonstrates the ability to multi-task;
- Must hold appropriate background checks as requested by the School;
- Must hold, or willing to acquire, current First Aid & CPR Certification

### **Duties:**

- Assist Coordinator in the planning and organization of daily and weekly age-appropriate after-school care activities;
- Administers standards of behavior and discipline for the purpose of ensuring the safety and well being of students;
- Supervise individual and groups of students and conduct and monitor all classroom and recreational activities;
- Assist in facilitating all student arrivals, activities, and dismissals;
- Assist in maintaining and ensuring all necessary equipment, supplies, and snacks are properly stored and available for use;
- Maintain a safe and orderly environment;
- Assist in maintaining student files/records (i.e. attendance, emergency forms, etc.);
- Communicate effectively, appropriately, and in a timely manner with parents and school personnel;

**Work Day:** 3:00 PM to 6:00 PM or last child is picked up

**Wage:** \$7.25 - \$9.00 / Hr  
75% Discount on Children Enrolled in HCS Extended Care

**Reports to:** After-School Care Coordinator