

After School Program Coordinator Position Description

Fontbonne's After School Program provides a safe space for students to participate in activities and/or complete homework while waiting for their transportation home. This program provides a crucial convenience for our families unable to pick up their children at 2:30 pm. The **After School Program Coordinator** is responsible for ensuring the daily operations of our After School Program and activities for Fontbonne students, grades 7-12. This position comes with plenty of space for creativity and development of the program. The Coordinator does not have to act as the after school supervisor daily and can recruit coverage to create and maintain a schedule. Currently the program runs 3:00 - 6:00 pm in the dining hall. The After School Coordinator will be paid a competitive stipend plus an hourly rate for active supervision.

Responsibilities:

- As a member of the Fontbonne community, you will uphold the mission of the school and ensure all students are continuing to follow the shared values and rules as outlined in the Student Handbook.
- Create a safe, positive, and engaging environment.
- Make decisions based on best practices that support the safety and growth of all students.
- Establish ongoing communication with families, teachers, and the Assistant Head of School for Student Experience.
- Ensure a clean, welcoming, and respectful space for students.
- Maintain a schedule of After School Supervisors and act as the supervisor when needed.

Requirements/Qualifications:

- Exceptional work ethic
- Ability to create a warm, welcoming and positive culture
- Clear and effective written and verbal communication skills
- Ability to work well with others and collaborate
- Ability to remain calm under pressure
- Team-oriented player with a positive attitude and ability to work independently
- Flexibility and willingness to stay until closing when needed
- Comfortable receiving direction and providing others with direction
- Warm, engaging personality with a focus on quality educational experience for all students
- Self-motivated