



POSITION TITLE:	<i>Morning and After-School Care Coordinator</i>
LOCATION:	<i>Holy Cross School 631 S State St Dover, Delaware 19901</i>
SUPERVISOR:	<i>Holy Cross School Principal</i>

JOB SUMMARY

The Morning and After-School Care Coordinator is responsible for overseeing the daily operations of the morning and after-school care programs. This role involves providing a safe, nurturing environment for students, coordinating activities, and fostering positive relationships with students, families, and staff, all while reflecting the values of the school community.

KEY RESPONSIBILITIES include but are not limited to

- Program Management:
 - Develop, implement, and oversee a structured daily schedule of activities for students in the morning and after-care programs.
 - Ensure that programs align with the school's mission and Catholic values, promoting character development and social skills.
- Supervision and Staff Coordination
 - Hire, train, and supervise staff or volunteers involved in the morning and after-care programs.
 - Schedule staff shifts and manage daily operations to ensure adequate supervision and support for students.
 - Conduct regular performance evaluations and provide ongoing training for staff.
- Student Safety and Welfare:
 - Maintain a safe and supportive environment for all students, addressing any behavioral or safety concerns promptly.
 - Develop and implement emergency procedures and protocols to ensure student safety during care hours.
 - Communicate with parents and guardians regarding any incidents, concerns, or feedback related to the care program.
- Activity Planning:
 - Plan and facilitate engaging activities, including arts and crafts, games, sports, and homework assistance.
 - Encourage student participation and foster an inclusive atmosphere where all students feel valued.
- Communication and Collaboration:



- Collaborate with school administration and faculty to ensure the care programs complement the overall educational experience.
- Maintain open communication with parents and guardians regarding program details, schedules, and student progress.
- Record Keeping and Administration:
 - Maintain accurate attendance records, incident reports, and other necessary documentation.
 - Manage the budget for the morning and after-care programs, including tracking expenses and preparing reports as needed.

QUALIFICATIONS

- High school diploma (Associate's degree or higher in Education, Child Development, or related field preferred).
- Previous experience working with children in an educational or care setting, preferably in a school environment.
- Strong organizational and leadership skills; ability to create a positive, engaging environment; excellent communication and interpersonal skills.
- Commitment to the values of the Catholic faith and the mission of the school; a nurturing and compassionate demeanor.

OTHER

Work Environment: The Morning and After-School Care Coordinator will work in various school environments, including classrooms and recreational areas, interacting with students and staff daily. The role may require flexibility in hours to accommodate program schedules.