

The Aftercare Program Director offers children a warm, safe environment after regular school hours, facilitates movement indoors and out, and prepares a healthy snack.

Responsibilities for the children:

- Plan for and create snacks for a multi-aged group
- Plan age-appropriate activities
- Maintain copies of Emergency information for food allergies and any other health information applying to students enrolled in the program.
- Consult with parents and teachers to meet the needs of students

Responsibilities to the school:

The Aftercare Program Director will direct families to register and make changes through the front office.

Program Organization

- Purchase art and craft supplies and submit receipts and remain within budget.
- Do any laundry and either make repairs associated with program or inform Administrative Chair
- Prepare and clean up Aftercare space(s).
- Keep attendance on a monthly roster and send to business manager for billing as needed.
- Communicate regularly with colleagues to address concerns regarding children or space.
- Responsible for identifying and training a substitute in the event of an absence.

Responsibilities to the Aftercare assistant or Intern:

- The aftercare director will participate with the personnel committee to hire an assistant or intern as needed.
- Will be responsible for orientating, mentoring and evaluating the aftercare assistant.

Responsibilities to parents:

- The aftercare director is expected to interact with parents with honesty, courtesy, warmth and professionalism.
- Write letters to update families when and if the need arises.

Skills and knowledge:

Knowledge of the developmental needs of children is required and an understanding of Waldorf Pedagogy is preferred.

Experience:

One year minimum of experience working with children ages 3-12 in a group setting.

Required Competencies:

- Composure – responds to information and situations in a self-controlled manner
- Approachability – puts others at ease and shows receptivity to message being delivered
- Listening – gives attention to speaker, shows interest and responds with information or questions as appropriate
- Humor – uses appropriate humor to maintain a positive environment
- Adaptability – flexible style, possesses the ability to change or be changed to fit circumstances, adjusts with ease
- Ethics and Integrity – possesses strong set of core values and beliefs consistent with social, ethical, and organizational principles

Qualities:

- Ability to work artistically and creatively.
- Collaborative with an understanding of consensus decision-making.
- Interest in self-development of skills that support the early childhood curriculum and good working relations.

Hours:

The aftercare director works Monday – Friday 2:30 – 6:00 p.m.

Additional hours for meetings prep and administrative tasks for the program will be agreed upon prior to beginning.

Compensation:

\$ 12/hour

An evaluation of the aftercare director and program will be conducted by the early childhood staff and/or personnel committee.