



Job Title:

Aftercare Director

Job Description:

This position will be responsible for the overall administration and leadership of the Cinco Christian School after school program.

Workdays & Hours:

This is a 12-month part-time position Monday-Friday 1:30am – 5:30pm.

Position Summary:

1. Provide afterschool teachers with appropriate leadership during program hours.
2. A self-starter and able to perform the job with little supervision.
3. Be able to handle any questions that arise with the public by answering them or by giving them proper directions for the answer.
4. Must be honest, in good health, accurate, have a neat appearance, and courteous.
5. Develop and plan activities that incorporate program goals into the daily routine.
6. Cultivate a warm and caring atmosphere for students and staff.
7. Communicate with parents in person, over the phone, and on Brightwheel.
8. Maintain records of attendance and update Brightwheel.
9. Maintain a positive attitude toward co-workers, parents, and the school.
10. Maintain all snacks for the program.
11. First one to arrive last one to leave.

Qualifications:

1. A Christian and active member of a local Evangelical church.
2. Be consistent and reliable.
3. 21 years of age.
4. Childcare Staff Credential required – *Director's Credential preferred*
5. Sign a declaration of ethical and moral integrity.
6. Pass a level 2 state and federal background check.
7. Must be extremely dependable and punctual.
8. Professional appearance and a friendly and personable disposition
9. Strong interpersonal communication skills, including the ability to work cooperatively and courteously with others and communicate with a variety of personalities in a tactful, pleasant, and professional manner.

Salary & Benefits:

1. *Salary* – \$18.00 an hour
2. *Tuition Discount* – Employees receive 50% tuition reduction for two of their children.
3. *Retirement* – Employees qualify to participate in our group 403B retirement savings plan.