

## **AFTER SCHOOL (“THE KEEP”) COORDINATOR**

### **Job Description:**

The Keep Coordinator must enjoy working with school aged children. She/he is responsible for planning activities, ensuring safety of all children in the program, serving after school snack, interacting with children and their families, and creating a fun and safe environment. The candidate must have a positive attitude and serve as a role model to participants in the program. This position is ideal for someone who is looking to work a few hours in the afternoon, is creative, child-oriented, responsible, and dedicated.

**Pay rate:** \$10 per hour

### **Requirements:**

- This person must be able to work Monday through Friday from 3:30 p.m. until 5:30 p.m. when school is in session full day. The KEEP is not offered on days of noon dismissal.
- A high school diploma or GED equivalent are required.
- A background in education and/or college course in recreation, education (either completed or in progress) are preferred but not required.
- Child care work experience is preferred but not required.
- Background check is required.

### **Responsibilities:**

- Escort elementary children who have not been picked up by 3:30 to the afterschool room. (Take in middle school children who have not been picked up by 3:45.)
- Provide a snack for the children. (Monitor and notify administration to replenish supplies in a timely manner.)
- Oversee a time of play for children.
- Encourage students with homework to make progress toward its completion.
- Maintain the safety of the students by enforcing playground rules, keeping doors locked, and identifying adults authorized to pick up children.
- Maintain accurate records of students attending The Keep, including time picked up and by whom.
- Turn off light and HVAC system, and lock door before departing.
- Report any safety or behavioral issues to the administration as soon as possible.
- Contact administration as soon as possible when unable to fulfill responsibilities.