



## Job Description

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### Position Title: School Age Program Coordinator

#### Purpose of Position

The School Age Program Coordinator is responsible for fulfilling the mission of Des Moines Christian School by leading fun, safe and engaging after-school care and summer camp programs for school age children.

#### Position:

- Full-time, calendar year
- Hourly, At-will employee

**Reports To:** Early Education Director

**Evaluated By:** Early Education Director

#### Qualifications:

- Experience in teaching and/or childcare/summer camp programs preferred.
- High School diploma or equivalent.
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible believing church and committed to growth in their personal relationship with Jesus Christ.
- Must be able to pass child abuse and background check.
- Various training prior to or able to obtain after hire: First Aid/CPR, Mandatory Child Abuse Reporting, Universal Precautions, Child Care Essential Pre-Service Training.
- Must be physically able to lift a minimum of 25 pounds and work indoors or outdoors.
- Must be able to assume postures in low levels to allow physical and visual contact with children, see and hear well enough to keep children safe, and engage in physical activity with children.
- 75 points of combined education, experience, and child development-related training according to the Iowa Department of Human Services on-site supervisor requirements.

#### Professional Profile:

- Demonstrated commitment to the mission of DMCS: *Equipping minds and nurturing hearts to impact the world for Christ.*
- Characterized with integrity and maintains confidentiality.
- Demonstrates love and concern for students.
- Utilizes critical thinking and problem-solving skills.
- Proven ability to work in a leadership role with diverse groups, including staff, students, administrators, and parents.
- Demonstrates consistent spiritual leadership.
- Manifests excellence in communication, writing and customer service skills.
- Adapts communication style to suit different audiences.

**Responsibilities:**

**Program Leadership**

- Manages the operation of the After the Bell and Summer Camp programs ensuring the staff has the tools and equipment needed.
- Supervises children and is mindful of their safety at all times.
- Engages children in interactive activities including organized arts and crafts, singing, sports activities, games and field trips while maintaining a safe environment.
- Oversees and provides day-to-day supervision of program staff.
- Demonstrates competence in managing student behavior using positive discipline techniques.
- Collaborates with the EE Director to develop the structure of the programs based on interests and needs of parents and students.
- Manages daily plans for all the After the Bell school hours including no school days, early dismissal days, and summer camp.
- Schedules field trips including working with the transportation coordinator to schedule bus drivers.
- Assists Early Education Director with registration and promotional materials.
- Meets all applicable licensing regulations.

**Communication**

- Demonstrates a customer service focus through a display of courtesy, service, cooperation, hospitality, sensitivity, and professionalism to internal and external customers.
- Communicates effectively with students, parents, and teachers
- Maintains clear and consistent communication with staff team to provide a seamless schedule and staff transitions throughout the day.

**Other**

- Serves others by enhancing the community at DMCS through active participation in school events including but not limited to family fun nights and open houses.
- Attends staff meetings and completes professional development requirements.
- All other duties as assigned.

Date: \_\_\_\_\_

Signatures: \_\_\_\_\_

School Age Coordinator

Early Education Director

Revision Date: 06/2019