

After School Program Coordinator

Job Description

Overview

The position of coordinator, in close cooperation with the school staff, will create and manage the after school program at Hopewell. The coordinator will develop the structure for the program based on the needs and interests of the school community, manage the program staff, and oversee all program operations. The program will provide Hopewell students the opportunity to explore personal interests and get additional academic support.

Qualifications

- Minimum of a Bachelor's degree in education and teacher licensure
- Three years of experience working with school age children
- Dependable and efficient with strong planning and organizational skills
- Ability to adapt to change, perform multiple tasks, and work independently
- Outgoing and enthusiastic personality who enjoys working with others
- Current first Aid/CPR Certification

Duties

- Nurture and encourage middle and high school students by providing them with a variety of learning and social experiences that promote their physical and intellectual development
- Coordinate the creating, planning and maintaining of a safe and healthy learning environment
- Develop curriculum that is aligned with the Hopewell Academy vision and mission
- Utilize positive strategies to support the social and emotional development of all the students
- Promote positive behaviors and professionalism
- Assist in the creation and monitoring of program budget
- Create snack options for students based on healthy food choices; purchase food and create snack calendar to reflect daily plan
- Maintain inventory of supplies and equipment; order or purchase necessary supplies or equipment in cooperation with school staff

- Determine staff needs; assist with the hiring of program staff; provide on-going supervision to and evaluation of program staff
- Ensure that staff members complete the program orientation and review procedures as necessary
- Maintain on-going communication with appropriate school personnel including administrative team, teachers, and janitorial staff
- Monitor daily attendance and follow up on children who are absent
- Maintain accurate records
- Report concerns regarding children, staff, parents or facility immediately to the school's administration
- Assist and monitor students and staff during program hours including arrival and departure
- Follow procedures for receiving payments
- Serve as substitute for absent program staff members
- Assists in maintaining a clean and orderly environment for the program.
- Receives incoming telephone calls, emails, and written correspondence and provides
- Carry out other duties assigned

Contact Information

Email or mail a letter of interest, current resume, and recent salary history as well as information on any special training or certifications to

Dr. Kenneth A. Branch
Principal
Hopewell Academy
101 Preston Executive Drive
Cary, NC 27513

info@hopewellacademy.org

Telephone: 919.481.2123
Fax: 919.481.4127