



DETAILED MINISTRY DESCRIPTION

Afterschool Coordinator

Title

Afterschool Coordinator

Purpose

The Afterschool Coordinator will perform management, supervisory and administrative services to the After-School ministry area. This position will organize the activities and functions of the After-School area and will assist and supervise in the areas of classroom management, child enrollment processes, and the flow of information to staff and families as directed.

Reports to

Grace Family Pastor

Key Results Area

The Afterschool Coordinator will be extensively involved in the lives and ministry to the church family; outreach into the community, and support students in their social, emotional, intellectual, physical and spiritual growth, getting to know and working with children, parents, church members, staff, and volunteers creating a positive first impression of Grace Baptist Church through ministry to children and families as directed.

- Working with the *Grace Family Pastor*, this person will assist in the organization and management of the day-to-day activities of the After-School ministry area and ensure the efficiency of the ministry operations.

Description of Duties

- Complete all work assigned by the *Grace Family Pastor* associated with, but not limited to, the following:
 - Administration in the areas of health, safety and licensing regulations directly related to classroom and fleet management.
 - Monitoring and evaluation of staff while with the students, including but not limited to:
 - Ensuring staff participation / interaction with the students.
 - Appropriate dress code for work and all outside events. (Note: cell phones must be properly silenced and not in use while supervising students except for an emergency involving students or staff.)
 - Assisting with the enforcement of classroom rules, supervision and discipline.
 - Sharing the love of Christ through prayer and Bible based activities and planned instruction.
 - As appropriate, supporting the implementation of lesson plans, activities, and events (on and off campus.)

- Maintaining up-to-date records with emphasis on attendance, fees, admission, and children's health history records.
- Preparing and conducting staff meetings.
- Arranging for facility work and maintenance as needed in coordination with Grace Baptist Church Facilities Department.
- Recruiting After School workers as well as providing training to ensure standards are continually met.
- Maintaining the After School yearly calendar. Distribution to staff as appropriate.
- Assisting in the implementation of policies pertaining to admission, attendance, fees and educational goals.
- Advertising and promoting the After- School program to enhance enrollment.
- Assisting in the planning for parent orientation and, as directed, maintaining on-going communication with parents through email, phone calls, publications and approved social media.
- Maintaining the After-School safety program, including fire drills, severe weather and evacuation procedures.
- Working with the *Grace Family Pastor*, plan and organize field trip activities along with ensuring adequate staff coverage for these events.
- Providing input into the preparation of individual ministry area communication (reports, correspondence, flyers and other printed material) with attention to accuracy and detail.
- Preserving a supportive and cooperative working atmosphere using appropriate means to air problems and complaints referring and informing the supervisor on a regular basis.
- Working with the Supervisor and the Food Services Director, plan and oversee meals and snacks along with ensuring all facilities are clean when finished and food properly stored.
- As appropriate, assisting in the preparation of classrooms for student activities.
- Analyzing current systems / processes and bringing forward suggestions for improvements.
- Maintaining professional conduct and attitudes with children, staff, parents and volunteers.
- Operating a personal computer and other related equipment as appropriate.
- Attending weekly staff meetings and any other meetings and training seminars as directed.

We Want – Must Haves

- A demonstrated ability to maintain all sensitive confidential church, student, and family information.
- Must be a follower of Jesus Christ and have a lifestyle that demonstrates obedience.
- A member of Grace Baptist Church, preferred.
- Committed to the core values of the church.
- Committed to Biblical tithing (a minimum of 10% of gross income).
- Good relational skills for relating to parents, staff, volunteers, members, guests and pastoral staff.
- A heart for working with children and seeing them grow in their understanding of God through Bible stories, songs and prayer, along with treating each child with dignity and respect.
- Ability to identify and resolve problems in a timely manner and able to perform services independently, without direct supervision, as well as work cohesively within a team environment.
- A positive attitude at all times and poise under pressure.
- Up-to-date certifications in the area of Pediatric CPR and First Aid.
- Self-motivated, flexible, and willing to assist in the implementation of new policies and procedures.
- Knowledge and principles of preparing correspondence, forms, reports, office organization, office equipment, record-keeping and filing systems.
- High attention to detail and accuracy with complete follow through.

- Ability to communicate clearly and concisely, both orally and in writing.
- Proficient in all Windows based software.
- Excellent organizational skills.
- Good English, grammar, spelling, punctuation, and vocabulary skills.
- Knowledge of and experience normally acquired through the completion of a high school diploma and job training / experience in the area of after school / children's ministry that qualifies for the position.

We Want – Like to Have

- Bachelor's Degree.
- Desire to seek additional training through college courses, conferences, networking and seminars with an emphasis on children's ministry work.
- Three to five years of work history and proven children's leadership experience within a church environment of 2,000 or more worshippers to foster a complete understanding of the requirements of an after-school program.
- Possess one or more of the following gifts: Administration, Serving and Helping.

Time requirements

This is a full-time position as outlined in our Grace Baptist Church Employee Personnel Manual.

Physical, Environmental and Mental Requirements

- Talking – expressing ideas by means of the spoken word to convey instructions to students/parents/staff accurately, clearly, or quickly.
- Hearing – ability to perceive sounds at normal speaking levels with or without correction and to receive detailed information through oral communication.
- Standing and walking for sustained periods of time – moving about on foot for monitoring students and staff inside and outside of the classroom.
- Stooping, crouching, kneeling –occasional lifting between 30 – 50 pounds.
- Repetitive motion of the wrists, hands and fingers.
- Close visual acuity required for viewing a computer monitor, preparing and analyzing data and figures, transcribing and reading.
- Environment is primarily indoors. Intermittent outside weather conditions, including extreme heat and cold.
- Taxing environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts.

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