



## **AFTER-CARE COORDINATOR**

**REPORTS TO:** The Director

**COMPENSATION:** \$8.00 to \$10.00 per hour

**JOB SUMMARY:** Guide children through self-directed and group activities both on the playground and indoors. This may include group games, reading circles or free-form arts and crafts. Keep a watchful eye on children in the playground: help the youngest children master physical skills like ball throwing and climbing. Maintain regular daily routine for end of day procedures: be sure each child takes home appropriate belongings, parents receive school correspondence, return classroom materials and play equipment to proper locations to ensure smooth opening the next day.

**JOB REQUIREMENTS:** The After-Care Coordinator must demonstrate the ability to work effectively in a high-stress position, be able to communicate well with children and adults and have sound judgment to make reasonable and logical decisions in the classroom.

### **EDUCATION**

**Minimum Required:** High School Diploma or equivalent

**Preferred:** Early Childhood Education major, Child Development Associate Certificate, or Associate Degree

### **EXPERIENCE**

**Minimum Required:** Experience supervising children in a child care center or after school setting, or as a nanny

**Preferred:** Experience as an After-Care Coordinator or camp counselor

**LICENSING:** • Must meet licensing requirements set forth by the South Carolina Department of Social Services.

**PHYSICAL DEMANDS:** All teachers at The Children's Center must be able and willing to actively participate in the children's daily routines.

- Must be able to stand and walk for long periods of time
- Must be able to lift children and equipment weighing up to 40 lbs. without restriction
- Must be agile enough to sit, stoop, and bend to the children's level
- Must possess good eye-hand coordination and small motor coordination.
- Must display the stamina to perform outdoor activities in all seasons.

**WINNING ATTITUDE:** All staff at The Children's Center must exhibit professional conduct and work together in a team environment.

- Display a willingness to work under the policies and procedures of The Children's Center
- Must be able to react quickly and calmly in a crisis situation
- Arrive at The Children's Center on time and ready to get to work.

**THE CHILDREN'S CENTER AT CAROLINA PARK, LLC IS AN EQUAL OPPORTUNITY EMPLOYER  
AND A DRUG-FREE WORKPLACE**