



(The Rev'd) David O. Browder, Rector | Michael F. Cusack, Jr., Headmaster

After School Program Director 2020-2021 Academic Year

Saint Thomas' Episcopal School (STE) is seeking an After School Program Director. The after school care program is available for families with students in kindergarten through 8th grade needing daily or part-time care after school. The hours of operation are 3:00 p.m. to 6:00 p.m.

Job Summary

The Director will be responsible for maintaining the coordination, implementation, and administration of the program. The specific duties of the Director include program development and management of the after school program, carrying forth prudent fiscal management, and participation in staff development. S/he will provide a safe, nurturing, and well supervised after school program and be the liaison with parents, school management, and visitors. This position is responsible for the planning and development of a creative and positive learning environment, which includes snack time, homework and tutoring time, and outdoor recreational play.

Education and/or Experience

It is preferred that the After School Care Director possess a BA/BS and have 2-3 years experience in developing and implementing enrichment programs. An Associates Degree is required. First Aid and CPR certifications are required. S/he must possess strong computer skills and have the ability to produce payroll and billing records. S/he must possess excellent communication, supervisory, administrative, and fiscal management skills. At least six months experience working with youth in a classroom, after school, or recreation environment is required.

Essential Duties and Responsibilities

- Create and implement fun, engaging, developmentally appropriate activities
- Immediately report and document any and all injuries or incidents
- Maintain cleanliness in all program areas
- Develop rapport and build relationships with staff and parents
- Hire, supervise, train, mentor, coach, and manage all staff, students, and volunteers in the program
- Work with, develop, lead, mentor, and supervise youth ages 5 to 12 in small and large groups
- Be aware of and adhere to site budget
- Monitor and collect fees associated with the program
- Possess excellent organizational and management skills
- Possess knowledge of developmental needs of school age children

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- Monitor payments, budget and reporting procedures, including, but not limited to, income and expense, daily sign in/out requirements. Prepare additional monthly charges as necessary

Qualified applicants may submit a resume and completed application (available at stes.org) to Leah Faucett, Assistant to the Headmaster at faucett.leah@stes.org.