

**POSITION TITLE:** Director of School Age Care

**REPORTS TO:** Principal

**CLASSIFICATION**: Non-Exempt, Hourly **DEPARTMENT**: School Ministry

**FULL TIME/PART TIME:** 20-40 hours/week according to season

**POSITION PURPOSE:**

This position exists to create programs for children in Kindergarten through 8th grade to grow in a social environment outside the regular school day and to partner with parents in providing a safe atmosphere.

**JOB SUMMARY:**

* Creates the vision for creative programs for children to experience social interactions and spiritual growth
* Is the lead architect and driver for School Age Care (SAC)
* Communicates with parents and school personnel to promote the SAC ministry and informs community with schedule, events, changes, and special programs
* Works with Christ Lutheran personnel and outside vendors ((i.e. chess club, Spanish, robotics) to create an engaging and Christ-centered afterschool and summer program for students
* Plans and submits for approval, activities and events for summer, creating a camp calendar four months in advance ● Submits purchase requests for approval before purchasing
* Procures necessary materials in advance, follows healthy lifestyle for snacks, and ensures sufficient resources for effective operation
* Ensures program compliance with all applicable laws and licensing requirements
* Maintains neat, engaging, and orderly classrooms and storage areas
* Keeps accurate records of student attendance by regularly entering student barcode IDs**,** coordinating with Administrative Assistant for billing and fee payments
* Responsible for training and assigning tasks to staff, efficiently scheduling for adequate coverage, and avoiding overtime
* Oversees the hiring of staff with the approval of the Principal
* Works closely in a team environment
* Provides resources for families seeking support with discipleship, and connecting with one another

**SCOPE OF AUTHORITY:**

Financial accountability: manages and makes purchases for the School Age Care budget line and submits payment requests for approval.

**SUPERVISION RESPONSIBILITIES:**

School Age Care staff and students

**QUALIFICATIONS**

* Has a deep love for Jesus and His people
* Is/becoming a member of Christ Lutheran Church & School
* Has strong teaching skills and a life-long learner
* Can work well in a large team ministry
* Is self-directed and capable of creating a vision and expanding the area of ministry
* Is gifted in recruiting, training, and encouraging staff
* Is a strong, trustworthy, and organized administrator
* Ability to inspire and captivate leaders
* Powerful social skills
* Must adhere to the Christ Lutheran Church and School employee handbook
* Ability to be flexible in an atmosphere that is subject to change

**EDUCATION/EXPERIENCE:**

Bachelor’s Degree preferred and experience in child-care programs. Must have experience with general office programs such as Word, spreadsheets, databases, etc. Christ Lutheran uses Planning Center, VOMO, and Constant Contact in addition to Servant Keeper for people management.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to stand, walk, sit, reach with hands and arms, stoop, kneel, crouch, or crawl. The employee must be able to lift and move objects of at least 30 lbs.

**Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Other duties will likely be assigned.**