

Aftercare Coordinator Job Description

Lansing Christian School

Reports to: Elementary Principal | Supervises: Aftercare staff

Purpose and Overview

The Aftercare Coordinator organizes and manages the afterschool program, providing a safe, positive environment for students and coordinating staff, activities, and parent communication consistent with the mission of Lansing Christian School.

Success in This Role

- Demonstrates integrity, patience, professionalism, and a positive attitude.
- Enjoys working with children, communicates clearly, and maintains positive relationships with students, parents, and staff.
- Plans ahead, attends to detail, collaborates with others, and adapts to changes in schedules and duties.

Responsibilities and Duties

- Maintain a safe environment and ensure active, appropriate student supervision until release to an authorized adult.
- Prepare staff schedules based on attendance and staffing requirements. Arrange coverage for absences and schedule changes within the approved budget.
- Assign daily staff duties, provide training and feedback, and address routine concerns. Refer staffing needs and formal hiring or disciplinary decisions to the Elementary Principal.
- Review staff time records for accuracy and coordinate time-off requests and coverage according to school procedures.
- Maintain accurate attendance and check-in/check-out records and provide information needed for billing.
- Plan engaging, age-appropriate activities and provide opportunities for homework as time permits.
- Purchase and oversee serving of healthy, approved snacks, observing allergy precautions and the program budget.
- Train and assist in managing conflicts positively as they occur.
- Ensure incidents and injuries are documented and reported according to school procedures
- Comply with applicable childcare licensing requirements, maintain required records, and meet with state licensing personnel.
- Oversee program supplies, setup, cleanup, and appropriate use of school spaces.

Professional Qualifications

- Ability to walk, stand, maintain balance, crouch, bend, stoop, and lift 20 pounds.
- Willingness to obtain a TB test and central registry clearance.
- Willingness to obtain 16 hours of child development and bloodborne pathogen training annually.
- Adult, child, and infant CPR and First Aid certification.