



Extended Care Director

Employment Classification: Part time

The Extended Care Director fulfills the mission of the school by coordinating the Extended Care program. The Extended Care Director is responsible for providing an appropriately safe, caring and enriching environment for the children enrolled in the program, which is supportive of the school's philosophy, organization, and curriculum. The Extended Care Director prepares activities, assists with the needs of students, and supports learning by creating an atmosphere where students can complete homework.

Qualifications:

- Prior experience working with children
- Active membership in a Christian church.
- Ability to perform physical duties of the job.

Responsibilities:

- Train and supervise Extended Care staff.
- Schedule workers and secure substitutes when needed.
- Communication with parents as needed
- Purchase supplies, snacks, materials for activities, crafts, etc.
- Supervise students during Extended Care hours from 3:00-6:00pm

Accountability:

The Extended Care Director reports to the Early Childhood Director

Schedule:

On-site hours from 3:00pm-6:00pm Monday-Friday during the school year, other hours flexible

To Apply:

Please contact Amy Malterer, Director of Operations at amalterer@messiahnetwork.org and include your resume and letter of interest.