



New Hope Christian Academy

After School Program Coordinator

Reports To

The After School Program Coordinator will report to the School Director.

Job Summary

To coordinate all aspects of the After School Program that provides a safe, fun, and enriched environment for students.

Responsibilities and Duties

- Demonstrate a love for God and his children
- Demonstrate a relentless commitment to the mission of NHCA
- Project a positive image of NHCA and a cooperative spirit at all times
- Organize and manage all program logistics including but not limited to: schedules, instructors, supply requests, grade locations and other programming needs
- Recruit and hire staff for the program
- Register participants, process all fees and manage collections
- Maintain accurate records for all students including incident/accident, attendance and snack reports
- Evaluate staff on a consistent basis and communicate feedback and expectations
- Ensure safety and security of participants
- Build and maintain positive relationships with all stakeholders (participants, parents, school staff and administration), to facilitate overall positive afterschool culture
- Address any concerns/issues brought by participants, staff or parent
- Positively manage student behavior, motivate and oversee a large group of students

Qualifications

- A strong clear Christian testimony with a mature and godly spirit
- Associate degree in elementary education, recreation administration, health and human services or a related field and/or two or more years of verified experience working directly in an afterschool program
- Must be on-site for ALL scheduled days of operation during the afterschool program.

Interested applicants should print and complete the staff application located on the school website and submit to Debbie Casey – dcasey@newhopememphis.org

*Please note this is part-time position and not eligible for benefits
Approximately 15-20 hours per week*