



First Presbyterian Academy Greenville, SC

Job Title: After School Program Coordinator
Supervisor: Lower School Principal
Subordinate(s): After School Staff
Part/Full-Time: Part Time
FLSA Status: Exempt

POSITION OVERVIEW:

Under the supervision of the Lower School principal, the after school program coordinator assists in the development, coordination, and implementation of after school programs for the preschool (K3-K4) and lower school (K5-5th grade) students on the First Presbyterian Academy at the Shannon Forest campus. This position is a part-time position and requires the ability to work 2:30-6 pm, Monday through Friday.

GENERAL CHARACTERISTICS for Employment at FPA – The Employee is:

- A committed follower of Jesus Christ who loves children and desires to see them walk in the truth.
- Passionate about living out his/her calling through the Christian education of our children.
- Eager to serve in a Christian learning environment, modeling Christlikeness through his/her diligence, perseverance, resilience, patience, courage, and Christian discipleship.
- In agreement with the Statement of Faith and Personal Lifestyle Statement as found on the FPA website (www.firstpresacademy.com) page.
- Devoted to personal and professional excellence and is willing to pursue professional development opportunities that facilitate growth.
- A member in good standing at a local evangelical church.
- Committed to the goal of giving a good report with regards to the school and community and determined to live out the biblical principles of reconciliation spelled out in Matthew 18 when disagreement arises.

QUALIFYING CHARACTERISTICS: The Employee:

- Supportive of the whole FPA community and works collaboratively in team-oriented environments with parents, students, fellow teachers, and administrators.
- Must possess organizational skills.
- Be effective and professional with communications.
- Proficient in basic technology platforms like Word, Excel, and Gmail.

ESSENTIAL DUTIES: The Employee will be directly responsible for:

- Planning and organizing all after school activities
- Securing and scheduling after school enrichment programs from within and with outside vendors
- Maintaining student rosters for each semester of after school programming
- Collecting payment from outside vendors for facility use and depositing with accounting
- Communicating with FPA communications director so programming is advertised
- Communicating calendar dates to all involved
- scheduling and supervising afterschool staff
- Maintaining student attendance/billing records and sharing records with accounting for accurate family billing
- Managing sign-ups for after school care during half days and professional development days
- Implementing student discipline as needed in coordination with administration
- Communicating with the parents through daily drop-off and pick-up
- Maintaining a safe environment for participants

EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School diploma or higher is required.
- Must be DSS or willing to be DSS certified.

PHYSICAL REQUIREMENTS:

- Must be able to sit, stand, talk, hear, operate a computer and other office equipment, reach with hands and arms, and occasionally lift and/or move up to 10 pounds.

Note: First Presbyterian Academy is a tobacco-free campus.