



<b>Job Title:</b>	After School Enrichment Program, Age Group Coordinator	<b>Date Posted:</b>	March 2022
<b>Reports to:</b>	COO	<b>Start Date:</b>	April 2022
<b>Work Schedule:</b>	12pm – 6pm daily during the school year; 40 hours a week during summer camp schedule, if desired	<b>Status:</b>	Part-time

### **ABOUT FPD**

First Presbyterian Day School (FPD) is a 3K-12<sup>th</sup> grade Christ centered, college preparatory independent school located in Macon, Georgia which exists to educate and equip children to change the world for God's glory.

### **ABOUT THE ROLE**

After School Enrichment Age Group Coordinator will focus on building relationships with students who stay after school. This employee will be responsible for the safety and well-being of each child while creating a fun and interactive environment that allows children to grow and develop into the person that God has created them to be through FPD enrichment programs.

### **Essential Responsibilities and Duties:**

- Oversee a group of children
- Oversee staff assigned to that group of children
- Keep on task with the daily schedule
- Come up with activities in line with the theme for the day/week
- Greet parents each day in a mature and responsible manner
- Interact with the children to create a fun environment
- Handle paperwork when/ if necessary
- Oversee and facilitate homework time
- Help with check in and check out of daily attendance
- Think ahead to the next day and make plans for activities

### **Weekly Assignments:**

- Rosters for Viking Clubhouse and Crew
- Email parents any important information
- Come up with activities for the next week: crafts, books, on-campus field trips, etc.
- Check stock and make provisions for any needed supplies

### **REQUIRED QUALIFICATIONS**

- Growing Christian with a credible profession of faith and involvement in an evangelical church
- Capacity to initiate and nurture relationships
- Willing to work with others in a team environment
- Positive attitude and welcoming spirit
- Demonstrated skills defined within the content of the position description, including excellent interpersonal and written/ verbal communication skills
- Commitment to a lifestyle above reproach in line with FPD's Statement of Christian Principles and Ministerial Role of Faculty.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The majority of work will be performed in a classroom or school campus. The person in this role is regularly required to stand and walk for extended periods of time and may be required to lift up to 20lbs.

Visit [www.fpdmacon.org/employment](http://www.fpdmacon.org/employment) to apply or learn more.