

AFTERSCHOOL ACADEMY COORDINATOR

Position: Part-time

Reports to: Director of Education

Summary: The Foundry Afterschool program seeks to offer a Christ-centered ministry to come alongside students, parents, and teachers that promotes holistic community development, focusing on education, healthy living, social, and spiritual development. The goal of this position is to coordinate all activities involved with the safe and effective operation of an afterschool program in alignment with the overall mission of The Foundry. The Foundry afterschool program operates Monday-Thursday from 2:30-5:00 PM.

PRIMARY RESPONSIBILITIES

- Plan activities and lessons for each day:
 - Tutoring—helping students with homework, making sure you look through backpacks for work if they say they don't have any or (if they don't have any homework) spending time reading, working on spelling words or playing educational games.
 - Bible story—encouraging students to be attentive, sitting with them, asking questions.
 - Enrichment—helping to ensure that students are engaged and following instructions.
 - Games—making sure kids participate, gathering equipment, supervising children, jumping in and helping wherever needed.
 - Snack—helping serve, engage and sit with students, help dismiss from snack and assist in cleaning up.
- Assist and monitor students and volunteers during program hours.
- Clean areas at the end of the day. Clean and sanitize tables, chairs, doorknobs, and sinks.
- Communicate with schools and teachers about individual students and their progress at school
- Communicate with parents regularly and make once a semester home visits.
- Coordinate and communicate with volunteers weekly outside of program hours.
- Coordinate the creation, planning, and maintenance of a safe and healthy learning environment.
- Create quarterly evaluation plans that will help students in various areas including their school performance.

- Effectively schedule plans and events for the program and communicate those with staff, parents, and volunteers.
- Implement behavior management. Enforce the 3 R's—Be Respectful, Responsible, and Ready. Students can earn rewards for completing jobs, homework, and demonstrating the 3 R's. Students can lose rewards for not following the 3 R's.
- Supervise group leaders and provide learning tools for promoting a positive environment.
- Perform related duties and responsibilities as requested by the Director of Education.

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