

**THE CHILDREN'S COUNCIL**  
**Job Posting**  
**After-School Coordinator**

**OUR MISSION**

The mission of The Children's Council is to support, endorse and help establish any program or project that enhances the health, development and well-being of the children of Lancaster County, SC.

**KNOWLEDGE, SKILLS and ABILITIES**

- Decision making, organization, versatility, initiative, and interpersonal skills
- Ability to multi-task and set priorities
- Strong written/oral communication skills and an ability to work with a wide variety of people
- Mastery of Google Suites and Microsoft platforms

**MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty in accordance with the mission. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in social sciences or related field preferred
- Clean Background Check
- Able to sit or stand for long periods of time
- Ability to lift and carry 25lbs
- A valid Driver's License
- US Resident or Work

**PHYSICAL REQUIREMENTS**

Must be able to lift, carry, push, pull or otherwise move objects up to twenty-five pounds. Physical demands of this position exceed those for sedentary work; must be able to remain on feet for extended periods of time.

**OVERVIEW**

Under the supervision of the Youth Development Director, the After-School Coordinator assumes responsibilities of daily operations of the SPARK afterschool program. This role requires comfort and capability in making decisions and assuming leadership responsibilities within the program. The

Program Coordinator continually engages with middle school youth in various activities, ensuring quality care and enrichment that enhances their social, academic and leadership skills in a fun and safe environment.

## **KEY FUNCTIONS**

Responsibilities will include, but are not limited to, the following:

- Implement program curriculum in an after-school setting with fidelity
- Plan and instruct academic, recreational, and enrichment activities  
Conduct home visits with clients participating in or interested in the program
- Collect, analyze, and disseminate data as required by the program, grant, and agency
- Assure used areas and shared school space is well maintained
- Attend all recommended training, staff meetings, and one-on-one supervision meetings
- Implement service delivery with school administration, teachers, and other service providers
- Plan and organize quarterly SPARK teacher meetings
- Purchase and inventory of all program materials for enrichment and curriculum implementation
- Lead student and teacher recruitment and retention of program participants and staff
- Serve as liaison from the program to the community
- Lead public relations efforts to promote the project
- Develop and maintain effective communication and positive working relationships
- Complete all reports in a timely fashion
- Miscellaneous clerical duties necessary to maintain operation of the program
- Other duties and responsibilities as directed by the Director of Youth Development and/or Executive Director

## **BENEFITS**

- Salary Range: \$33,000-\$37,000
- Medical Benefits Package: \$6,500
- Paid Time Off
  - Vacation
  - Holiday
  - Medical