



Educating the whole person, one student at a time

Mount Royal Academy Aftercare Coordinator Job Description

The aftercare coordinator is responsible for providing an engaging and safe environment for students from PreK to grade 5. The aftercare coordinator will provide a variety of age appropriate learning and play opportunities that align with the school's mission and vision, including sport, game, craft, and learning activities. Coordinator will also schedule and supervise high school student helpers to ensure proper coverage at all times. Above all, the Aftercare Coordinator will secure the children's physical, spiritual, and emotional safety.

Essential Duties and Responsibilities

- Ability to interact with children in a warm, caring manner while maintaining appropriate discipline
- Solid understanding of child development (physical, academic, and emotional)
- Strong interpersonal and communication skills
- Ability to use judgment and maintain confidentiality when providing information
- Ability to collaborate effectively and willingly with staff and school leadership
- Desire to be a flexible team player
- Must exhibit professionalism in all aspects of the job:
 - Communication with children and parents
 - Communication with staff
 - Performing tasks thoroughly and with forethought
 - Dependability – arrives at work when scheduled and on time

Required knowledge and skills

- Demonstrate a love for and an understanding of children
- Adaptable and flexible in routine and unexpected situations
- Use good judgment in daily encounters
- Exercise charity in speech and actions
- Effective use of voice, tone, and body language
- Demonstrate an appropriate sense of humor