



## Job Description

**Title: After School Coordinator**

**Responsible to: *Pastor of Community Development***

**Position Summary:** The After School Coordinator will provide assistance and direction in running Parkview's after school program at Schafer Elementary School, which serves third grade students in District 45. This individual will be responsible for building relationships with 20-25 elementary-age students and for their academic tutoring, social emotional learning, physical activity and intervention. They will facilitate the program, communicate with parents, coach volunteers, and provide direct assistance where needed. This individual is also responsible for maintaining Parkview's standard of classroom behavior during program time.

**Preferred Qualifications & Experience:**

- Previous experience with adolescents
- Passion for working with students
- Demonstrates personal interest in the academic, social emotional progress and home life of students
- Sensitivity to the needs of students from low-income, high-risk families and culturally diverse backgrounds
- Bilingual in English and Spanish strongly preferred
- Excellent verbal and written communication skills
- Strong interpersonal skills; team player
- Proven initiative and resourcefulness
- Bachelor's Degree or equivalent

**Corporate Expectations:**

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|-------------------------|--|
| • People Matter         | To God & to us   |
| • Relevant Teaching     | Makes the profound truth of scripture accessible to everyone |
| • Everyday Worship      | We are called to be living sacrifices 24/7                   |
| • Ridiculous Generosity | Changes our community & our world by changing us             |
| • Better Together       | Authentic community is critical to growth                    |
| • Everybody Does        | We will sacrificially serve with our time, talents & gifts   |



**Responsibilities:**

- Coordinate Academic Oversight
- Assess and monitor student progress at regular intervals
- Develop and enforce standards for behavior management
- Maintain ongoing contact with parents of all participating students, communicating students' successes and struggles in behavior and academics
- Support, encourage and resource the volunteers working with the students so that they grow in effectiveness
- Help facilitate daily physical activity for students, with attention to behavior management and equipping volunteer gym helpers
- Supervise and monitor Northern Illinois Food Bank dinner delivery and distribution in accordance with NIFB training
- Contribute to the planning and implementation of three program-wide events each year (Welcome week, Christmas and Graduation Celebrations).
- Participate in the planning and improvement process as needed, contributing feedback to improve program effectiveness
- Complete all required paperwork
- All other duties as assigned

**Time Requirements:**

Part-time – 15-20 hours