



MYRTLE GROVE CHRISTIAN SCHOOL
806 PINER ROAD, WILMINGTON, NC 28409
910.392.2067 www.mgcs.org

Job Description - After School Care

Updated 2024

Job Title: After School Care

Goal: The After School Care Staff is responsible for planning activities, ensuring safety of all children in the program, serving after school snacks, interacting with children and their families, and creating a fun and safe environment. The After School Staff will also be responsible for staff care during Teacher Workdays both at the beginning of the school year and the end.

Reports to: After School Care Coordinator

Education and Experience:

- Required
 - Hold a High School Diploma or equivalent
- Preferred
 - A background in education and/or college courses in recreation and/or education (either completed or in progress)
 - Childcare work experience
- Other Considerations
 - Have a gift for teaching with the ability to communicate and discipline effectively
 - Be willing to work closely with other members of the staff to develop our potential for Academic Excellence in a Christ-centered environment
 - Have a passion for encouraging spiritual growth in the children and peers.
 - Have flexibility in your scheduling and be willing to work with children of all ages

Personal Qualifications:

- Confess Jesus Christ as Lord and Savior of their lives
- Be committed to and in agreement with the philosophy of Christian Education as held by MGCS and feel called of God to minister here
- Be an active, faithful, respected attender in a local church
- Continually seek spiritual growth through daily prayer and study of God's Word
- Display a love for children and a desire and gift for teaching them
- Be willing to submit to authority

- Display a dedication to the children and school
- Maintain a good attendance record
- Be cooperative, even-tempered, friendly, and sensitive to the needs of others
- Recognize the role of parents as primarily responsible before God for their child(ren)'s education and be prepared to assist them in that task
- Handle confidential information appropriately

Professional Responsibilities:

- Plan activities
- Serve Snacks
- Interact with children and families
- Be available to help students with homework
- Maintain the safety of the students by enforcing playground rules, keeping doors locked, and identifying adults authorized to pick up children
- Maintain accurate records of students attending including time picked up and by whom
- Report any safety or behavioral issues to the coordinator as soon as possible.
- Contact coordinator as soon as possible when unable to fulfill responsibilities.

Spiritual:

- Submit and truly attempt to follow individual spiritual, professional, and physical plans
- Follow the Matthew 18 principle in dealing with students, parents, staff, and administration
- Set a spiritual and moral example for the students consistent with the policies of the school
- Pray daily for each student in his/her class and fellow staff members

Physical Requirements:

- ability to stand and/or walk approximately 75% of the workday
- speak and hear clearly
- operate a computer, hand-held learning devices or other technology
- reach, bend, stoop, twist, and lift/move up to 30 pounds.
- ability to participate in and supervise students in outdoor situations in different weather conditions.

Expected Schedule Requirements (unless otherwise approved by supervisor):

- Standard School Day Arrival
 - Monday-Fridays - Hours vary between 12 pm-5:30 pm
- Non-Student Workdays
 - **Teacher Workdays (Beginning and End of the Year) - as needed to care for staff students**
 - Holidays - building is closed

Contract

Contract is offered. Pay is based on an hourly rate.