



Summary

Job Title

Preschool Aftercare Coordinator

Department

Camps

Located in Loudoun County, Community Church exists to help people live life better by winning increasing numbers of people to Christ and his church. We summarize this mission as **Meet God, Meet Friends, and Live Life Better**. These three core initiatives drive everything we do!

Virginia Academy is a private Christian academy based in Ashburn, Virginia; dedicated to exceptional education, care, and ministry. We are looking for a creative, dedicated and positive individual to develop, implement and supervise an enriching, age-appropriate after school program for preschool students.

The Coordinator will provide direction and supervision Monday through Friday beginning at 2:00 PM and ending approximately at 6:30 PM.

This position reports directly to a **Preschool Director**.

Key Responsibilities

RESULTS

Administration

100%

- Ensure the safety and security for all students by following all policies and best practices.
- Promote the values and mission of Virginia Academy in all interactions with children, parents, staff and school personnel.
- Manage staff and programming on a day-to-day basis.
- Plan and manage the schedules of staffing and activities.
- Communicate with administrators, staff, and parents on a monthly basis with regards to the planned activities
- Communicate with the parents regarding changes in programming and/or incidents
- Prepare crafts and activities.
- Ensure effective programming through observation and feedback.
- Assist with the hiring of program staff. Provide on-going supervision to site staff including scheduled observations
- Ensure that staff have completed their program orientation and review procedures as necessary
- Monitor the relationships between childcare staff and parents. Ensure that staff always greet parents warmly and speak to them positively about their child.

Total

100%

CORE VALUES

Health Matters

20%

- We work with the tangible help of God by maintaining regular personal time with him—space for hearing & listening to God’s voice through silence, solitude, praying, meditating on scripture, journaling, etc.
- We lead out of healthy marriages or singleness.
- We pay attention to physical health—diet, exercise & rest (Sabbath)—& make necessary adjustments.
- We connect to godly friendships through small group involvement where accountability & encouragement is practiced.
- We practice vulnerability—regular confession of weaknesses, sins, hurts, habits & hang-ups to not only God but to one another, as well.

Church Matters

20%

- We not only attend but we compellingly & constantly invite others to church, as well. An empty seat is a BIG deal!
- We always look out for & initiate conversation with new comers & guests. We push through our awkwardness so guests can feel welcome. We love to ask: “What can I do for you?”
- We work hard & if needed, late to make our ministry radiant—a church where people can’t help it, they have to notice her & want to be around her! We live to make church an ‘over-the-top’, inspiring, winsome, irresistible experience.
- We all equally share in honoring God by investing 10% of our income annually to finance his mission, the church. We don’t just work here. We ‘bleed orange!’
- We inform & help people complete our GROW course, the critical 1st step in truly joining the church.

Attitude Matters

20%

- We own the mission not our position, title or rank. We never say, “That’s not MY ministry!” or, “No one ever told me to do that!” or, “That’s not in my job description.” We energetically do what needs to be done.
- We don’t tolerate a negative attitude. We obsess on what we can control not on what we can’t.
- We all serve—something we’re doing connected to God’s house that we’re not being paid for.
- We practice authentic listening—listening to understand.
- We assume the best—when ‘stuff’ happens we don’t assume the worst or immediately go negative but give our colleagues the benefit-of-the-doubt.

Development Matters

20%

- We maintain Personal Development Plans (PDP’s) so we can demonstrate leadership growth. (We set goals—next steps in Leadership Pipeline, book reports, conferences, coaching...something!)
- We give the gift of feedback—positive & growth. & we hunger for both constructive & growth feedback from team mates in all situations.
- We lift others to higher levels passing along to others the knowledge, skills & opportunities that have been entrusted to us. We don’t just do a ‘job’, we build & empower people.

Environments Matter

20%

- We insure that all our environments are irresistible! From the parking-lot to our work space we strive to be flawlessly maintained—no ‘broken-windows’ anywhere...period.
- We are not finished until everything is clean, put away & visually stunning.
- We communicate confidence & respect to volunteers by keeping all behind-the-scene areas impeccable. (all closets, resource centers, cabinets, stairwells, back-stages, sound booths, garages, conex-storage boxes, etc)
- We pick up trash. We vacuum, sweep, mop, straighten things; put things away & return things in a clean orderly fashion. Sloppiness is ungodly!

Total

100%

Requirements

Education:

Desired

- High School Diploma

Desired

- Bachelor's Degree in Education related field

Experience:

Required

- Be at least 21 years of age
- Minimum 1 year supervisory experience within a camp, school or childcare facility
- Minimum 2 years experience working with children
- Be able to communicate well to parents & other staff
- Be an genuine believer and active follower of Christ

Desired

- Dependable and efficient with strong planning and organizational skills
- Have a positive attitude and ability to work well with others
- The ability to adapt to change, perform multiple tasks, and work independently

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position and should not be considered a contract of employment. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary.