**Middle School Coordinator**

***JOB DESCRIPTION:***

* Monday – Friday, 3:00-6:00 p.m.
* Flexibility for daytime planning time.
* Daytime flexibility for when HCS & RCPS are closed - preferred
* Option for full-time summer employment

Responsibilities:

* Pray daily for children
* Create & maintain welcoming classroom environment
* Share meaningful relationships with each child that will show the love of Christ
* Supervision and instruction
* Serve after school snack
* Plan/schedule after school and full-day activities (planning time flexible)
* Homework assistance
* Classroom cleaning
* Communicate well and develop relationships with the children’s parents
* Manage classroom budget and demonstrate good stewardship with resources

***PROGRAM GOALS: To put Christian principles into practice by…***

* Providing a safe, healthy environment with a relaxed atmosphere
* Providing homework assistance
* Teaching and modeling skills necessary to develop positive relationships and resolve conflicts peacefully
* Offering challenging and innovative activities
* Providing guidance for students in developing interests, talents, skills and self-confidence
* Reducing potential for risk-taking behaviors or participation in delinquent activities
* Being committed to the growth, improvement and vitality of the program