

Three Rivers Montessori Charter School  
District 4266-07  
17267 Yale Street NW  
Elk River, MN 55330  
763-595-1213



## **Three Rivers Montessori Charter School Before and After Care Program Coordinator Job Description**

**School Mission:** Empowering students to reach their full potential through authentic Montessori learning.

**Position:** Before and After Care Program Coordinator

**Rate:** \$14-16/hr. DOE

**Reports to:** Executive Director and Office Manager

**Employment Type:** Part-time

**Hours:** Approximately 6:15am-8:00am and 2:15pm-6:00pm Monday through Friday when students are in session.

**Summary:** The Before and After Care Aide is responsible for overseeing daily activities and games for students outside of school hours. The Before and After Care aide is responsible for implementing activities planned by the Before and After Care Coordinator. This person must be friendly, energetic and open to working with students with a wide variety of needs and interests!

### **Duties and Responsibilities:**

- Maintain accurate attendance records on a daily and weekly basis
- Prepare a daily snack/breakfast for students
- Provide a warm and caring atmosphere for students
- Maintain open communication between staff and school personnel
- Carry out activities that are developmentally appropriate for the age of the children
- Communicate with the parents through daily drop-off and pick-up
- Maintain a safe environment
- Maintain a positive attitude toward co-workers, and the school
- Report any problems which arise to the Director
- Keep the room neat and orderly
- Set up and move furniture
- Clean up the room after the program is finished
- Be flexible and adaptable to new situations
- Attend training meetings

### **Required Qualifications:**

- Must be at least 18 years of age
- Must have previous experience working with school age children
- Be a self starter and perform a job with little supervision
- Possess the ability to communicate verbally and in writing

- Possess the ability to follow written and oral directions
- Must be able to handle any questions that arise with the public by answering them or by giving them the proper directions for the answer
- Must be able to perform the physical needs of the job
- Be responsible for opening/closing building

**Start Date:** 9/1/21, TBD for training

**Application Procedure:** Send a résumé to [admin@threeriversmontessori.org](mailto:admin@threeriversmontessori.org). Please visit [www.threeriversmontessori.org](http://www.threeriversmontessori.org) for more information.

**Posted:** 7/6/21

**Application Deadline:** Position will be open until filled

*Three Rivers Montessori Charter School is an Equal Opportunity Employer and strongly supports a diverse and inclusive workplace.*