



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

Three Rivers Montessori Charter School Extended Child Care Program Coordinator Job Description

School Mission

Empowering students to reach their full potential through authentic Montessori learning.

Position: Child Care Program Coordinator

Employment Type: Part-Time

Core Hours: Monday through Friday, 6:15 am - 8:00 am and 2:15 - 6:15 pm, plus 1.5 hours of administrative duties.

Rate: \$16-\$18/hr.

Hours

- Program hours are approximately 6:15 am to 8:00 am and 2:15 pm to 6:15 pm Monday through Friday when students are in session.
- There may be some flexibility with mornings and/or afternoons dependent upon the availability of the employee and additional staff. Candidates with all or some of the listed availability are welcome to apply.

Major Responsibilities

- Provide students with the appropriate leadership during the program.
- Maintain accurate attendance records on a daily/weekly/monthly basis.
- Involvement with financial records concerning the program including the receipt of payments.
- Prepare the daily snack/breakfast for students.
- Develop and plan activities that incorporate program goals into the daily routine.
- Provide a warm and caring atmosphere for students.
- Maintain open communication between staff and school personnel.
- Prepare activities that are developmentally appropriate for the age of the children.
- Communicate with the parents through daily drop-off and pick-up interactions.
- Maintain a safe environment for participants.
- Maintain a positive attitude toward co-workers.
- Report any problems which arise with students and/or other employees to the Director.
- Responsible for all activity and room preparations for the program.
- Keep the classroom and/or area neat and orderly.
- Make recommendations to the Director for improvement on equipment, supplies, facility and program needs.

- 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 giving them the proper directions for the answer
- Must be honest, have a neat appearance, and a courteous manner
- Must be in good physical condition to perform the duties of the job
- Be responsible for opening/closing the building

Environmental Considerations

- May be exposed to all weather conditions and might be required to work in various temperatures within the facility and outside.

Cognitive Considerations

- Must be able to follow directions and perform work activities as assigned by the Director
- Must be able to work closely with co-workers and other employees and set an example for the students
- Ability to use good judgment and effective problem solving skills

Psychological Considerations

- The Program Coordinator must resolve differences and problems that arise with patrons and employees.
- The worker may also have to work under stressful situations when first aid or CPR is required.

Start Date

08/29/2022

Application Process

Submit your cover letter, application, and supporting documentation to employment@threeriversmontessori.org

Visit threeriversmontessori.org for more information.

Posted

06/21/2022

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