

Wolf Branch School District #113
410 Huntwood Road
Swansea, Illinois 62226

Phone (618) 277-2100

District Fax (618) 235-2376 Elementary Fax (618) 277-9786 Middle School Fax (618) 277-5461

Dr. Nicole Sanderson, Superintendent
Mrs. Jennifer Poirot, Elementary Principal

Mrs. Lisa Brentlinger, Director of Student Services
Mrs. Jamie Cox, Middle School Principal

Position Title: Before and After School Care Coordinator

Reports to: Building Principal

FLSA Class: Exempt

Effective Date: August 13, 2026

SUMMARY:

- A. This position involves overseeing and managing our after-school care program, ensuring a safe, engaging, and enriching environment for students.
- B. The ideal candidate will have strong organizational and interpersonal skills, a passion for working with children, and the ability to create and implement fun and educational activities.

MINIMUM QUALIFICATIONS:

1. High School Diploma
2. Well organized, maintains confidentiality, and attention to details
3. Knowledge of school environment
4. Knowledge of parliamentary procedure
5. Demonstrate experience and proficiency with technology
6. Have excellent relationships with administration, employees, students, parents, and the public
7. Maintain a positive attitude
8. Use sound judgment
9. Have excellent attendance and promptness
10. Highly dependable and trustworthy
11. Adaptable when necessary

TERMS OF EMPLOYMENT: :

Hourly Rate of Pay: \$18/Hour

Possible Days: 174 days per school year, may be prorated depending on hire date.

Working Hours:

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Program Management:

- Develop and implement a comprehensive after-school care program that aligns with the goals and values of Wolf Branch Elementary School.
- Coordinate daily activities, including homework assistance, recreational games, and enrichment programs.

- Ensure the safety and well-being of all participants by implementing and enforcing program policies and procedures.

2. Staff Supervision:

- Recruit, select, train, and supervise a team of after-school care staff members.
- Conduct regular staff meetings to communicate program expectations, share updates, and provide professional development opportunities.
- Foster a positive and collaborative team environment among staff members.

3. Communication:

- Maintain open and regular communication with parents, providing updates on program activities, fee schedules, child progress, and any relevant information.
- Collaborate with school teachers and administrators to align after-school activities with the school curriculum.
- Regularly communicate with before and after school staff to ensure that student needs are being met and engaging activities are provided.

4. Student Engagement:

- Plan and organize a variety of age-appropriate and engaging activities to promote social, emotional, and academic development.
- Foster a positive and inclusive atmosphere where students feel comfortable and supported.

5. Logistics and Administration:

- Manage program logistics, including attendance tracking, billing, tax records, and supply inventory management.
- Coordinate staff training necessary for district and outside agency compliance.
- Evaluate program and make suggestions for improvements prior to registration for the following school year.

ESSENTIAL PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to:

- Must be able to lift, push or pull up to 35 pounds on a regular repetitive basis and over 65 pounds on an occasional basis.
- Must be able to speak, hear, see, write, walk, climb, stand, stoop, kneel, bend, twist, turn, push, pull and reach (above head and below knees) on a regular and repetitive basis.
- Tasks require extensive use of hands including repetitive gripping, grasping, lifting and manipulation of equipment necessary to perform duties.

EVALUATION:

Annually by: Assistant Principal and/or Elementary Building Principal

INTERESTED PARTIES

Please submit the following information ASAP–Job will remain open until filled:

1. Cover letter noting current position, educational background and professional experience
2. Updated resume with IEIN number to verify certification (if applicable)
3. Updated list of 3-5 references (personal and professional)
4. *Transcripts only need to be submitted upon request.

Please submit information to: Mr. Josh Johnson - jjohnson@wbsd113.org