



WESTMINSTER ACADEMY

Aftercare and Enrichment Coordinator Job Description

Purpose

The **Aftercare and Enrichment Coordinator** is responsible for implementing and overseeing the aftercare, enrichment, and summer camp programs. The role requires skill in detail-oriented logistics, supervision of high school student workers, and the ability to warmly engage a wide age range of students and their parents. Communicating well with students and their families requires strong interpersonal skills, patience, and a willingness to see each conversation through the lens of a Christian worldview and a culture of grace. The position requires the ability to multitask and handle interruptions, an appreciation for the uniqueness of each student and family, and a desire to see the glory of God lived out in each child.

All employees of Westminster Academy must strive to “love the Lord in front of our students” and make the Christian faith observable in all aspects of the school day and community. The Aftercare and Enrichment coordinator is a minister of the Gospel in all facets of life at Westminster Academy. He/she is a role model for students and faculty, and his/her walk with the Lord should be evident. The Christian mission, vision, and statement of faith of the school must guide the Administrative Assistant as he/she interacts with parents, students, faculty, and all those within and outside the Westminster Academy faith community.

Scope of Role

This is a **coordinator-level, part-time position**. Strategic planning, budgeting, and final hiring decisions remain with school administration. The Coordinator executes programs and provides operational feedback and support. The hourly expectation for this position includes roughly 20 hours per week on campus during the academic school year. Hours are expanded during the summer to cover the summer camp programming.

Reports to

Chief Business Officer

Works Closely with

Head of Grammar School

Primary Responsibilities

Aftercare Program

- Coordinate daily aftercare operations to ensure student safety, supervision, and a positive experience
- Schedule and support aftercare staff in collaboration with the administration
- Communicate with families regarding attendance, billing questions, injuries, or behavior incidents
- Assist with student behavior management aligned with school policies
- Maintain First Aid/CPR certification
- Assist with childcare coverage as needed
- Execute billing for aftercare and enrichment charges through FACTS

Enrichment Programs

- Coordinate enrichment schedules, enrollment, and student transitions
- Serve as liaison between enrichment contractors, families, and school staff
- Assist with enrollment management regarding enrichments using FACTS and Google Forms
- Collect feedback from families and students to support continuous improvement
- Submit vendor payroll information to the business office

Summer Camp Programs (Seasonal)

- Coordinate logistics for summer camps, including scheduling, enrollment, and daily communication
- Support a spiritually nurturing camp environment, including devotional coordination
- Serve as the primary point of contact for families and contractors
- Submittal of departmental labor hours to payroll/HR
- Support required compliance and operational procedures

Administrative Support

- Maintain accurate FACTS childcare settings, calendars, and billing data
- Submit attendance and payroll data according to established processes
- Update program handbooks and website content as directed
- Coordinate with operations regarding materials and cleaning needs
- Upload photos and manage auxiliary program web content as requested