



White Rock Christian Academy

Job Title: Before & After School Care Coordinator (Part-Time)

Position Overview

The Before & After School Care Coordinator will lead the development, launch, and ongoing operation of WRCA's new Before and After School Care Program. This role combines program design, operational management, staff supervision, family engagement, compliance, and student care. The coordinator will build the program from the ground up during summer of 2026 and oversee successful delivery beginning in September 2026.

Reports To: Director of Finance and Operations

Responsibilities

Program Development & Launch (July–August 2026)

- Research best practices and benchmark programs offered by independent schools and childcare providers.
- Develop the program vision, objectives, daily schedules, curriculum themes, and enrichment activities.
- Design age-appropriate classes for Kindergarten through Grade 7 students.
- Create parent handbooks, registration forms, policies, procedures, and communication materials.
- Develop attendance, sign-in/sign-out, emergency, and incident reporting procedures.
- Establish staffing plans, supervision ratios, and operating standards.
- Coordinate furniture, equipment, supplies, and classroom setup requirements.
- Assist with marketing, enrollment promotion, and parent information sessions.
- Assist with development of startup budgets, fee structures.

Program Operations (starting September 2026)

- Manage day-to-day operations of before and after school care services.
- Ensure safe student transitions between school and care programs.
- Plan and oversee daily recreational, educational, faith-based, and enrichment activities.
- Monitor attendance and maintain accurate student records.
- Ensure program quality, safety, and student engagement.
- Coordinate snacks, supplies, room setups, and activity schedules.

Staff Supervision

- Assist with recruit, onboard, and schedule of before and after care program staff
- supervise before and after care program staff
- Manage staffing coverage and substitute arrangements.



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- Promote a positive, collaborative, Christ-centered team culture.

Student Care & Family Engagement

- Build positive relationships with students and families.
- Communicate regularly with parents regarding student participation and program updates.
- Support student social-emotional development and belonging.
- Address parent concerns and resolve issues professionally.
- Ensure inclusive programming for diverse student needs.

Compliance, Health & Safety

- Ensure compliance with childcare regulations, school policies.
- Maintain emergency preparedness and evacuation procedures.
- Oversee incident reporting, first aid, medication tracking when needed.
- Ensure supervision standards and child protection requirements are consistently met.

Other Duties as Assigned

Pay rate: \$30/hr to \$35/hr

Number of hours: 15 hours per week (July26/Aug26), 25 hours per week (starting Sep26)

Position Start Date: Mon July 20, 2026

Work Schedule

Summer 2026:

- **15 hours per week (Flexible/Hybrid) for four weeks**

Sep2026:

- **5 hours per day on school days (On-Site)**
 - Before School Program (program tentative schedule: 7:30-8:30am):
7:00am-8:45am
 - After School Program (program tentative schedule: 3pm-5:30pm):
2:30pm-5:45pm

Qualifications

- Over 19 years old
- 20hr of child care related training
- Experience with school-aged children
- Valid First Aid Certificate (with CPR)
- Criminal Record Check
- ECE or ECEA certification preferred