



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

Position Overview

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

Reports To: Director of Finance and Operations

Responsibilities

Program Operations

- 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.
- 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



White Rock Christian Academy

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

Number of hours: 25 hours per week

Work Schedule

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: 3:00pm-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