

Aftercare Assistant Director

Job Description			
Position:	Aftercare Assistant Director	Date Created:	4/23/2025
Department:	Ancillary Services	Job Type:	Full-Time, 12-month
Reports To:	Director of Ancillary Services	FLSA Category:	Non-exempt
Placement Schedule: PS 3A/PG 30			

POSITION SUMMARY:

Under the general supervision of the Director of Ancillary Services, the Aftercare Assistant Director supports all aspects of the aftercare program including overseeing staff and managing day-to-day operations.

KEY RESPONSIBILITIES:

- Supervises aftercare employees and children attending the program.
- Assists staff with after school curriculum calendars, program development, parent communication, training, and conducting periodic staff meetings.
- Assists staff with any child/student behavioral issues.
- Reviews staff time sheets and submits to Director of Ancillary Services for approval.
- Determines staff schedules, provides coverage for absent staff, monitors class counts, staff hours, and maintains acceptable child/staff ratios.
- Supervises and assists in parent pick up regulations.
- Reviews, revises, and distributes all parent communications including handbook and registration packets.
- Maintains and updates aftercare website as necessary.
- Monitors and organizes all materials, supplies, snacks, and expenses and regularly reports this information to the Director of Ancillary Services.
- Orders, prepares, documents, and cleans up daily snacks.
- Collects all weekly fees and deposits of tuition and misc. sales, keeping all accounts current and ensures the security of these payments.
- Maintains all paperwork such as incident reports, sign in/out sheets, and registration information.
- Maintains and organizes the Aftercare/Preschool office.
- Supervises end of day clean up in the cafeteria, kitchen, school grounds and/or classrooms that are utilized by aftercare programs.
- Performs other duties as assigned.

QUALIFICATIONS:

- High School Diploma or GED (required).
- Associate's degree in business, hospitality management, food service or equivalent discipline acceptable by the CEO and BHCA, Inc. Board of Directors (preferred).
- Prior training and experience in an educational or childcare environment (preferred).
- Current applicable Federal and State of Florida professional certification/licensure.
- Training/certification in infant and child CPR/First Aid.
- Strong organizational and time management skills.
- Meticulous attention to detail to ensure data is entered accurately.
- Ability to multi-task when necessary.
- Great oral and written communication skills.
- Excellent customer service skills.
- Microsoft Office Skills (Word, Excel, PowerPoint, Outlook).



Aftercare Assistant Director

- Knowledge of state and federal laws that apply to the duties of this position.
- Must be able to analyze information and make recommendations to administration as needed.
- Ability to identify problems and recommend solutions within the scope of the position.
- Ability to read, understand, and follow oral and written instructions.
- Ability to maintain strict organization and student confidentiality.

PHYSICAL DEMANDS:

- Varied activities including sitting, standing, walking, running, bending, lifting, and reaching for extended periods of time.
- Periodic need to lift, carry, push, or pull items weighing up to 50 pounds.

WORK ENVIRONMENT:

- Work is generally performed in a fast-paced, high volume, school/office environment.
- Must be able to tolerate varying environmental conditions including, but not limited to heat, cold, rain, etc.
- Must be able to tolerate frequent interruptions from administrators, staff members, and others.

TRAVEL REQUIREMENTS:

- Occasional travel between Haven Schools campuses may be required.

SIGNATURE:

I have received a copy of this job description and understand that if I have any questions about the responsibilities (stated or later assigned), I may ask my supervisor for clarification.

SIGNATURE: _____

DATE: _____

PRINT NAME: _____