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**2022-2023 School Year**

**Job Posting**

**Position:** Coordinator of Before/After School and Summer Childcare

**Job ID:** 229

**Job Objective:** Serves as a coordinator of before/after school and summer childcare for Norwalk Catholic. Full time or part time depending on successful candidate’s availability.

**General Summary:** To teach and to model the Catholic faith in a way that realizes the threefold purpose of Catholic Education: to teach the message revealed by God which the Church proclaims, to build community in the life of the Holy Spirit, and to serve the human community.

**Minimum Requirements:**

* Practicing Catholic Preferred: Help carry on the mission of Christ’s church.
* Must successfully pass the required background check and all requirements of the Toledo Diocese VIRTUS program prior to employment and maintain a satisfactory background check throughout employment.
* The applicant must be at least 18 years old, have a high school diploma or equivalent.
* Prior training and/or experience in early childhood education or child development is strongly preferred.
* Plan appropriate activities designed to meet the needs and abilities of the children in the program.
* Provide the class with opportunities to work together to promote social growth.
* Encourage independence, self-confidence and positive self-image through a variety of activities.
* Select activities that provide for both quiet and active play.
* Provide an attractive, stimulating environment in which to learn.
* Provide a loving, caring, atmosphere.
* Ensure the safety of all children in your care.
* Carry out the schedule of the day.
* Observe student to adult ratios as stated by the Ohio Department of Education.
* Observe the hours established by the Director of the Early Childhood and/or the Elementary Principal.
* Post communication of activities and snacks in an agreed upon format for parents.
* Must be reliable, punctual, and adhere to NC guidelines as outlined in the Employee Handbook.
* School age operating hours will be 6:00am - 9:00am and 3:00pm – approx. 6:30pm Monday - Friday.
* Preschool clubhouse operating hours are 6:00am – approx. 6:30pm, Monday - Friday and will vary based on scheduling needs.
* The summer clubhouse hours will be dependent upon student enrollment.
* Operating and scheduling the summer care program that is year-round.

Apply by completing the Employment Application found on:

[www.norwalkcatholic.org/employment](http://www.norwalkcatholic.org/employment)

**Application Deadline: Until Filled**