
WEYMOUTH, MA



EST. 1985

FIRST BAPTIST CHRISTIAN SCHOOL

AFTER CARE JOB DESCRIPTION

Position: Aftercare Director

Hours: Monday-Friday, 2:00 PM - 6:00 PM (shift ends once all students are dismissed and spaces are cleaned up)

Location: First Baptist Christian School (FBCS)

Position Overview:

First Baptist Christian School is seeking a caring, organized, and dependable **Aftercare Director** to oversee our after-school program. This individual will be responsible for supervising students, coordinating daily activities, ensuring a safe and nurturing environment, and managing the cleanup of aftercare spaces at the end of each day.

Key Responsibilities

- Supervise and ensure the safety of all students in the aftercare program
- Plan and oversee age-appropriate activities, games, and quiet homework time
- Communicate clearly and kindly with parents, students, and staff
- Maintain attendance records and ensure students are dismissed to approved individuals
- Manage any behavioral concerns with patience and consistency, following school policy
- Oversee cleanup of the aftercare areas at the end of each day
- Ensure the environment is welcoming, organized, and aligned with the values of FBCS

Qualifications:

- Previous experience working with children (in a school, camp, or childcare setting) preferred
- Strong leadership and communication skills
- Ability to multitask and respond calmly in a dynamic environment
- Reliable, punctual, and committed to the care and well-being of students
- A heart for ministry and alignment with the mission and values of FBCS

Hours and Schedule:

This is a part-time position. Regular hours are **2:00 PM to 6:00 PM**, Monday through Friday. The shift may end earlier depending on student pickup, and always concludes once all students are dismissed and the space is cleaned up.