LOURDES ACADEMY MIDDLE SCHOOL  
110 N. Sawyer St., Oshkosh, WI 54902 
Position Description: After School Care Supervisor

Reports to: Elementary Principal  
FTE status: part-time  
Hours: approximately 15 to 20 hours/week; 2:30pm to 6:00pm, school days only  
Status: non-exempt

Lourdes Academy has an opening for a part-time After-School Care Supervisor for the Middle School campus beginning with the 2020/2021 school year.

Supervisory duties: 
- Hire, train and schedule After-School Care Leaders  
- Update sign-in/out forms  
- Maintain weekly usage reporting to be sent to the Business Office  
- Stock supplies for snack, homework and playtime  
- Care for students in ASC program while demonstrating exceptional professional conduct with consideration to the utmost safety and welfare of the children  
- Follow policies and requirements of the Green Bay Diocese

After-school care duties: 
- Sign students into the program at the end of the school day  
- Prepare and supervise snack time  
- Clean up after snack  
- Supervise student activities  
- Confirm parent/guardian signs the child/ren out and record the time

Requirements:  
- Part-time flexible afternoon hours  
- Education or experience in the child care related field preferred but not required  
- Background check required  
- Virtus training required

Skills/ Abilities: 
- Strong organizational skills and the ability to handle multiple tasks  
- Strong supervisory/mentoring skills  
- Strong written and oral communication skills  
- Experience building and maintaining relationships with families  
- Co-plays/interacts with students during play activities  
- Treats each child with dignity and respect

To apply: email letter of interest and resume to humanresources@lourdes.today  
Applications will be accepted until the position is filled.