



## **SAINTS Coordinator**

REPORTS TO:  
SFC K-4 Principal

FLSA:  
Non-Exempt Employee

### JOB SUMMARY:

This position will be responsible for leading SFC Afterschool children as well as the SAINTS Aides.

### PERFORMANCE RESPONSIBILITIES:

- Supervises a small staff team.
- Approve staff timecards on a monthly basis.
- Supervises a group of children leading by example.
- Plans activities through and implements program activities that are culturally relevant, developmentally appropriate, and consistent with Billings Catholic School's mission.
- Follows BCS policies and procedures, including those related to medical and disciplinary situations.
- Maintains positive relations with parents and other staff.
- Maintains required program records with attendance.

### QUALIFICATIONS:

#### WORKING CONDITIONS:

##### Environment:

- School Building.
- Demanding timelines.

##### Physical Demands:

- Bending at the waist, kneeling, or crouching, and reaching to retrieve and maintain files and records.
- Reaching overhead, above the shoulders and horizontally.
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Hearing and speaking to exchange information in person and on the telephone.
- Visual ability to read, and to prepare/process documents and to monitor various services and personnel.
- Sitting for extended periods.
- Standing for extended periods.
- Walking over rough or uneven surfaces.
- Climbing, occasional use of stepladders.
- Physical activity may be required, which could include moderate lifting.

##### Hazards:

- Viewing of computer monitor.
- Working around and with office equipment having moving parts.

### TERMS OF EMPLOYMENT:

Ten (10) Month, Part Time Assignment