



St. Jude School in Indianapolis is seeking a part-time (20 hours/week) **Aftercare Coordinator**.

St. Jude School provides an after-school child care program from 3:15pm-5:45pm most school days. The Aftercare Coordinator is responsible for facilitation of all aspects of this program, including, but not limited to, the following:

- Development and implementation of a staffing plan
- Providing oversight and support to adult and youth volunteers, as well as the students attending the aftercare program
- Ensuring the aftercare facility is set up and cleaned up daily
- Procuring any food, drinks, and other materials needed to run the aftercare program
- Collaborate with the Parish Bookkeeper to identify past-due accounts and assist with collection of payments

Candidate must be a practicing Catholic in good standing with the Church and must possess a strong commitment to the Catholic faith and a passion for sharing the faith with joy and enthusiasm. Candidate must demonstrate a passion for working with young children of various ages and development levels, as well as strong administrative, leadership, and communication skills necessary to manage the aftercare program with excellence. For a candidate with the proper combination of skill sets, this position may be considered for combination with the open Coordinator of Sacramental Preparation position at St. Jude Parish, thus creating a full-time position with benefits.

Interested qualified candidates may submit a resume (with references) to Beth Meece, St. Jude School Principal, at bmeece@sjsindy.org, at which point a full job description will be disseminated.