



# OUR LADY OF GOOD COUNSEL PARISH SCHOOL

## BEFORE & AFTER SCHOOL PROGRAM - LATCHKEY SUPERVISOR

God is doing something new at Our Lady of Good Counsel Parish School (OLGC) located in Plymouth, MI in order to accomplish a bold mission: offering life-changing encounters with Jesus and equipping leaders to transform the culture. We are called to foster holiness and serve as a center of evangelization and discipleship for students, families, and faculty.

### ROLE SUMMARY

We are joyfully recruiting a new **LATCHKEY SUPERVISOR** to join our OLGC family. The successful candidate will be passionate about OLGC's mission and thrive in a team environment. They will be an enthusiastic leader, with an expressed joy in the Lord, whose servant's heart is demonstrated as a lived faith in all endeavors within the OLGC School and Parish. They will have a strong personal relationship with Jesus and deep love for His Church. Our new staff member will join our school family being willing to do whatever it takes for God to accomplish His mission.

### DISCERNMENT POINTS

At OLGC Parish School, God is molding our staff into one Body of Christ so that His mission can be accomplished. We are fighting for the souls of the students, parents, and community we serve, and it is our passionate desire to see every single person entrusted in our care in Heaven.

With this in mind, we are asking each member of our team to prayerfully discern the following:

1. I believe in the mission and vision of the Archbishop to renew and reinvent our Catholic schools and radically overhaul our schools.
2. My relationship with God, Father, Son and Holy Spirit, is the defining center of my life.
3. I see myself as a missionary, or I am willing to become one.
4. I will do whatever it takes to build a cohesive team, culture or prayer, and regularly evangelize and disciple each other.

### DUTIES AND RESPONSIBILITIES-LATCHKEY SUPERVISOR

- Be a joyful missionary disciple and support the mission of the school.
- Follow licensing requirements.
- Maintain accurate records for licensing purposes.
- Oversee the Before and After School Program operations and staff.
- Manage a budget for the program including staff hours.
- Processes program registration and payments.
- Maintain inventory for latchkey snacks
- Complies with basic policies and staff image in order to serve as a role model for staff and participants of the program
- Provides customer service support to children, parents, latchkey staff, school staff, other OLGC personnel, and community members

- Supervises children and maintains State regulated ratio
- Works with families to understand all health related concerns
- Conducts activities with participants according to provided schedule and keeps count of those present to ensure safety of participants
- Utilizes positive behavior strategies and maintains professionalism in interactions with participants
- Practices regular safety procedures (i.e. supports attendance, drills, area checks, etc.)
- Acknowledges all visitors and maintains a secure environment
- Schedule and attend required trainings for staff
- Regularly evaluates own performance and interactions with children in order to provide optimal care
- Perform other duties as assigned.

**QUALIFICATIONS:**

- High School Diploma or GED equivalency
- Professional experience preferred
- Satisfactory criminal background check
- Completion of *Protecting God's Children within the first 30 days of hire.*

**DETAILS:**

- This position is located at OLGC School
- This position is for Monday thru Friday
  - 6:45 – 7:45 AM and
  - 3:00-5:30 PM
- Reports to the School Principal
- Requires approximately 20 hours per week
- Start Date: Mid August, 2023 (exact date TBD)
- Hourly rate

**TO APPLY:**

Qualified candidates should submit:

- Statement of faith
- Cover letter
- Resume
- References

Send to: falzonl@olgcp parish.net  
 Subject Line: Latchkey Supervisor (attachments in PDF format only).  
 Deadline: Applications will be accepted until position is filled