



OUR LADY OF GOOD COUNSEL PARISH SCHOOL

BEFORE & AFTER SCHOOL PROGRAM - LATCHKEY SUPERVISOR

We are blessed at Our Lady of Good Counsel Parish School (OLGC) in Plymouth, MI to have a beautiful mission to offer life-changing encounters with Jesus and equip 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 seeking a **Latchkey Supervisor** to join our OLGC family. The candidate will thrive in a team environment with a desire to advance our mission.

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

1. The mission and vision of the Archdiocese of Detroit to renew and reinvent our Catholic schools in missionary discipleship.
2. What it means to have a personal encounter with Jesus and live the faith.
3. What it takes for every staff member to build a cohesive team, culture of 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
 - 2:45-5:45 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: employment@olgcp parish.net
Subject Line: Latchkey Supervisor (attachments in PDF format only).
Deadline: Applications will be accepted until position is filled