1. **ROLE PURPOSE**  
The role of Before School Care Coordinator is to manage and conduct the Early Years Students Before School Care program.

2. **LINE OF AUTHORITY**  
This role will report directly to the Dean of Early Years, Kostka Hall.

3. **SPECIFIC RESPONSIBILITIES**  
   - To provide our Early Years students with a friendly, enjoyable, caring and safe environment.  
   - Plan and implement a range of recreational and developmentally appropriate activities.  
   - To liaise with classroom teachers and the Dean of Early Years  
   - Document the weekly program for Before School Care.  
   - Attend to the “sign in” books and record keeping associated with the program.  
   - Administrative duties associated with children’s attendance and the billing of fees.

4. **SELECTION CRITERIA**  
   - An Early Childhood qualification essential

5. **TERMS AND CONDITIONS**  
   **Hours of Duty:** 7:15am – 9:00 am Monday-Friday 
   Term Time Only