



**Johannesburg-Lewiston
Area Schools**

10854 M32 East
Johannesburg, MI 49751
989-732-1773

NOTICE OF VACANCY

November 2, 2022

Internal/External Posting

**Johannesburg Cardinal Club
After School Program Director**

Job Summary	Provide a positive and safe after school experience that is socially and developmentally sound for children in Kindergarten through Eighth grade (through age 13) while following state license requirements.
Qualification Requirements	<ul style="list-style-type: none">• High school diploma or equivalent plus hours of experience and related coursework• Must be 21 years of age• Reliable, self sufficient and able to problem solve• Enjoy interacting with school age children• Experience in child related field preferred• Positive team leader that works well with other directors and staff
Essential Duties and Responsibilities	<ul style="list-style-type: none">• Supervise students and other employees• Plan and be involved in daily activities• Set up & clean up classroom• Interact with children and parents• Maintain and keep up to date on Child Care License• Complete 16 hours of Yearly Professional Development• Maintain bookkeeping and records• Have fun and enjoy the students!!
Hours of Work	<ul style="list-style-type: none">• 2:30 p.m. - 6:00 p.m. Regular School Scheduled Days• 12:00 p.m.- 6:00 p.m. School Scheduled Half Days• Times can be flexible if staffing requirements are met
Application Deadline	Until filled.
Method of Application	All interested candidates should submit a resume and letter of interest to: Katy Xenakis-Makowski, Superintendent 10854 M32 East Johannesburg, MI 49751 applications@jlas.org

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