



泽兰基督教学校 / Escuela Cristiana de Zeeland / Zeeland Christian School is the only threeschool – 8th-grade school in the Midwest where a child can learn in a Christ-centered and tri-lingual environment where all abilities are welcome and celebrated. It's what's best for kids and that's what we're all about.

At Zeeland Christian Preschool, we Love God, Love Kids, and Love Learning. We expect our staff to have a personal relationship with Jesus, have a passion for working with children, and enjoy helping young children learn.

The Extended Care/Enrichment Coordinator will oversee the functions of the Preschool lunch bunch (11:30-1:00 pm), Enrichment (1-3:15pm) and extended care activities (3:15-6:00pm). This position will have a vital role in making sure lunch bunch, enrichment and extended care runs smoothly working alongside the Preschool Director.

#### Position responsibilities:

- Oversee the daily functions of Extended Care and Enrichment programs
- Lead students who stay after preschool through the lunchtime process and into their enrichment classes
- Assist enrichment classroom teachers daily
- Be able to strategize schedules and routines for kids and staff
- Work within a team to organize preschool enrichment programs (3 and 4 year olds) and extended care programs (Preschool-5th grade)
- Follow licensing rules and regulations for the State of Michigan.
- Oversee extended care and enrichment teacher assistants.
- Effectively implement age appropriate activities and procedures.

#### Position Requirements/Education:

- Lead Coordinator position requires minimum Preschool CDA
- Positions hours are 11-6pm Monday-Friday
- Previous experience in a school or licensed child care setting preferred, but not required
- Complete a comprehensive background check including fingerprinting (employer paid)
- Provide employer with a negative TB test

Hourly Rate is determined by years of education and years of experience.

Apply by sending your resume and cover letter to [jobs@zcs.org](mailto:jobs@zcs.org) along with completing the Extended Care/Enrichment Coordinator Application.