



**POSTING DATE:** November 22, 2024  
**POSITION TITLE:** Program Coordinator – Recess/Lunch/After School Care  
**REPORTS TO:** PreK-4 Principal & Director of Operations  
**STATUS:** Full-Time; Non-exempt  
**START DATE:** As soon as possible  
**HOURS:** 39.5 hours a week (on student contact days)/Summers Off  
**CONTACT:** [HR@lcamn.org](mailto:HR@lcamn.org)

### Overview:

LCA hires staff who care about the spiritual and academic growth of their students, who maintain high academic standards, and who love Christ and live by biblical principles. LCA has a community of staff and faculty who join together regularly for prayer, biblical worldview training, celebrations, and staff development.

As an LCA employee, it is essential and foundational to understand, live out, and agree wholeheartedly with Legacy's Statement of Faith, Social Stance, Core Values, and the Profile of a Legacy Employee.

This high energy staff member will oversee the staff and programming of the both K-4 Recess/Lunch, K-4 Adventures 4 Kids After-School Care, and teach a PreK PE class. The Program Coordinator is responsible to ensure student and staff safety through appropriately enriching activities and staff scheduling. This staff member will oversee a team working with students as a lunch (PreK-4), recess (K-4), and after school care (K-4) supervisor.

Approximate hours are 9:30 am-5:30 pm 5 days a week on student contact days.

### Job Requirements & Qualifications:

- Possess a strong Christian faith with a solid knowledge of the Bible, a growing personal relationship with Jesus Christ, and a demonstrated character of integrity.
- Possess a passion for Christian education and student discipleship. Individual must be comfortable connecting the biblical truths and biblical worldview perspectives to their students' lives.
- Oversee the training, work, and scheduling of all lunch, recess and after-care staff.
- Continually work to create an engaging and enriching recess and after-school environment for all students.
- Serve as the main point of contact for parents and teachers.
- Ability to manage student behavior while building positive relationships among students.
- Ability to learn job specific aspects of FACTS SIS.
- Previous experience working with elementary school aged children &/or in recreation is preferred.
- Requires the physical ability to be on your feet for 8 hours/day
- Requires inside and outside physical activity
- Management of K-4 student groups of 50-225 students at a time
- First Aid and CPR training (current certification)
- Background check (including fingerprints) required by the State of MN

### How to Apply:

Internal Candidates should reach out to Joel Nydam.