**After School Team Leader Responsibilities**

*As an After School Team Leader you will serve as a Bible Club Coordinator 2 days a week and serve as Room Monitor for the After School Tutoring Program 2 days a week. You will work with 1st – 4th grade students and support the same groups of students each week*

Praying for Kids/Families

Planning and implementing Bible Club (BC) activities (lessons, recreational activities, crafts)

Set-up/ clean-up for BC at Abundant Life House (782 Prospect Ave.) and Trinity Pres.

Attending weekly team meetings with EPC (Elementary Programs Coordinator)

Regular communication with families/ visiting families at start and end of year

Implementing Abundant Life’s behavior management system

Supporting special events (Christmas Store, MLK Day, field trips)

Communicating regularly with BC and Tutoring volunteers

Recording daily attendance for kids and volunteers

Transporting kids to and from BC

Communicating positive observations/ concerns about kids and or volunteers each day with EPC

Conducting pre and post surveys for both parents and kids (for program evaluation)

Participating in once a month Saturday hangouts (when able)

Monitoring kids during snack and recreational play

Setting up materials in tutoring rooms

Assisting tutors with finding materials, lesson plan questions, any issues that may arise in room

Recording and monitoring Blue Bucks totals for each child

Keeping time and giving reminders for transitions

Leading small group activities when 1:1 tutoring is not taking place

Lining kids up and walking them to and from the classrooms

Checking rooms at the end of day to make sure all items are cleaned up

Checking in with Lesson Plan Writers to see if any help is needed at end of day