

Job Description: After School Student and Athletics Supervisor

Position Title: After School Student and Athletics Supervisor

Location: Cristo Rey St. Martin College Prep School, Waukegan, Illinois

Reports To: Director of Athletics and Facilities Manager

Position Type: Part-time, Seasonal (School Year)

Position Summary:

The After School Student and Athletics Supervisor will be responsible for overseeing students in after-school programs. This role involves ensuring a safe, supportive, and structured environment for all participants, while promoting positive behavior and academic success.

Key Responsibilities:

Supervision and Safety:

- Supervise students during after-school activities, ensuring their safety and well-being.
- Maintain a positive and inclusive environment, addressing any behavioral issues promptly and effectively.
- Enforce school policies and procedures, including discipline and emergency protocols.

Program Support:

- Assist in the setup and supervision of after-school programs, including academic support, sports, and recreational activities.
- Coordinate with the Director of Athletics, Facilities Manager, and other staff to ensure a seamless program operation.
- Monitor and manage facilities, ensuring they are used properly and maintained in good condition.

Student Engagement:

- Foster a supportive and engaging environment for students, encouraging participation and enthusiasm.
- Promote positive social interactions and teamwork among students.

Communication:

- Communicate effectively with students, parents, and staff regarding facility locations, effective use, and general management.
- Report any incidents, injuries, or concerns to the appropriate authorities promptly.

Administrative Duties:

- Maintain accurate records of time worked, incidents, and equipment use.
 - Assist in the preparation and distribution of program materials and schedules.
 - Participate in staff meetings and training sessions as required.
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Qualifications:

- **Education:** High school diploma or equivalent required. Some college coursework in education, physical education, or a related field preferred.
 - **Experience:** Previous experience working with children in an educational or recreational setting is highly desirable. Experience in coaching or supervising sports activities is a plus.
 - **Skills and Abilities:**
 - Strong interpersonal and communication skills.
 - Ability to manage and engage a group of students effectively.
 - Organizational skills and attention to detail.
 - Ability to handle emergencies calmly and efficiently.
 - Basic knowledge of sports rules and safety guidelines.
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Working Conditions:

- Ability to work afternoons and evenings, Monday through Friday (Optional Saturdays), during the school year.
 - Ability to work indoors and outdoors in various weather conditions.
 - Physical ability to supervise sports and recreational activities.
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To Apply: Please submit your resume and a cover letter detailing your experience and qualifications to kevinglabowicz@crstoreystmartin.org.

Cristo Rey St. Martin College Prep School is an equal opportunity employer and encourages applications from all qualified individuals.