



Job Title: Concordia Club Adult Lead		Reports to: Concordia Club Director	
Worker Classification: <input type="checkbox"/> Full-time <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Contract		Compensation: <input type="checkbox"/> Salary <input checked="" type="checkbox"/> Hourly	Fair Labor Standards Act: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
Organizational Supervision Level: <input type="checkbox"/> Tier A <input type="checkbox"/> Tier B <input checked="" type="checkbox"/> Tier C <input type="checkbox"/> Tier D		Work Location: <input checked="" type="checkbox"/> On-Site <input type="checkbox"/> Hybrid <input type="checkbox"/> Remote _____% on-site	

Position Summary

The Concordia Club Adult Lead is responsible for opening or closing the Concordia Club program daily as well as organizing and overseeing a range of activities for children either before (7-8 AM) or after (3-6 PM or 1:30-6 PM on early dismissal days) school hours. This role ensures a safe, engaging, and enriching environment for all participants. The ideal candidate will be enthusiastic, organized, and committed to providing a positive experience for children.

Position Responsibilities

1. Oversee a daily schedule of activities for K-8 students either before (7-8 AM) or after school (3-6 PM or 1:30-6 PM on early dismissal days) Monday through Friday.
2. Ensure children's safety by constantly supervising them through sound and sight.
3. Organize Concordia Club support staff workers to ensure appropriate supervision in all student areas (outside on the playground and in classrooms).
4. Manage and organize program materials, equipment, and arranged spaces.
5. Assist in the setup and cleanup of activity areas to create an inviting, pleasant, and tidy atmosphere for children
6. Oversee use of the school information system (FACTS) and monitor students' check-in/check-out
7. Enforce program rules and manage behavior in a positive and constructive manner.
8. Communicate effectively with parents, guardians, and school staff about program activities and child progress.
9. Provide homework assistance
10. Administer basic first aid as needed and follow proper incident reporting procedures.

Skills Necessary

1. Strong leadership and organizational skills.
2. Excellent communication and interpersonal skills.
3. Ability to manage multiple tasks and adapt to changing program needs.
4. Basic first aid and CPR certification preferred.
5. Basic proficiency in using technology and educational software preferred.

Professional Expectations and Requirements

1. Desire to serve in a non-profit educational environment
2. High school diploma or equivalent required; Associate's degree or higher in Education or related field preferred.
3. Previous experience working with children in a group setting, preferably in a school or recreational program is highly desirable.

Attributes of All Concordia Staff

Concordia Lutheran Schools of Omaha operated as a ministry of the Lutheran Church-Missouri Synod. Staff members, both called and uncalled, represent Concordia's ministry to the community and must:

1. Profess an active, Christian faith
2. Be loyal to the vision, purpose, and staff of Concordia Lutheran Schools of Omaha and seek to protect the unity among our staff and community
3. Demonstrate a Christ-like attitude through all interactions with students, families, staff, and volunteers
4. Adhere to the Personnel Manual
5. Maintain the confidentiality of sensitive materials and information

Does this sound like you?

You are a passionate and energetic individual who loves working with children and fostering their growth in a safe, engaging, and educational environment. Your strong leadership and organizational skills allow you to effectively implement and oversee various activities on a consistent schedule of morning or afternoon hours. Your excellent communication and interpersonal skills help you excel at interacting with children, parents, and colleagues. You are reliable, punctual, and adaptable, always ready to manage multiple tasks and handle any situation calmly and patiently. Your faith, creativity, and positive attitude make you a role model for the children you supervise. If you are committed to positively impacting young lives and enjoy being a part of a dynamic team, then you might be the perfect fit for our Concordia Club Adult Lead.