



Cougars Den Coordinator

Position Summary

The Cougars Den Coordinator's primary responsibility is to oversee the after school program in the Lower School Building which occurs Monday-Friday from 3:00-6:00 p.m. The Coordinator will offer children a safe, nurturing environment; plan and organize daily activities; facilitate movement of students between indoor and outdoor activities; and manage the after school staff members.

Cougars Den Responsibilities

- Set Up the Cougars Den courses during the summer in FACTS (LS and MS)
- Respond to Cougars Den requests during the Fall and Spring Semesters
- Manage Cougars Den Google spreadsheet and responses
- Prepare confirmation and other communication emails for parents and staff
- Enroll Cougars Den students in FACTS
- Manage daily Cougars Den attendance spreadsheet and teacher rosters
- Create, print and distribute Cougars Den class lists in FACTS
- Print Student "Pick Up List" and "Medical Information" documents
- Create Emergency binder and include medical care plans and emergency contacts
- Handle any changes in Cougars Den throughout the school year (send emails to appropriate parties, update lists and make schedule changes in FACTS)
- Prepare Cougar Connection announcements related to Cougars Den
- Manage Cougars Den staffing

Qualifications

- Must have knowledge of Google applications, particularly Google Sheets
- Teaching degree preferred
- Punctual
- Highly organized (both visibly and functionally)
- Attention to detail
- Flexible
- Strong, clear Christian testimony

Candidates:

Please submit an application online: cornerstonecougars.org/employment

Mrs. Celeste Fischer

Middle School Receptionist

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