

### **Extended Care Program Supervisor**

BCJA is looking for a Georgia state certified professional to supervise its morning/ evening extended care program for the 2016-2017 school year. Applicants must possess at least three recommendations attesting to the following:

1. Strong interpersonal skills demonstrating a love for children and the capacity to interact effectively with clients and school personnel
2. Strong organizational skills demonstrating the capacity to effectively manage information, records, deadlines, and discipline
3. Timeliness and consistency

Successful applicants will work closely with school administration to design a creative and structured program adapted to the needs of the school. Finger printing and other security requirements are required. To apply, provide an application letter, resume, and three recommendations to BCJAPrincipal@gmail.com

### **Kitchen Lease**

To facilitate the school's student lunch program, BCJA's kitchen is available for lease for the 2016-2017 school year. Successful applicants must:

1. Complete the application and interview process with the school administration
2. Possess an appropriate business license, state licensing, and a history of compliance with health requirements
3. Agree to the leasing rules, fee schedule, insurance, and security requirements
4. Provide wholesome and delicious vegetarian meals for our students and staff
5. Possess strong interpersonal skills demonstrating a love for children and the capacity to interact effectively with clients and school personnel
6. Possess strong organizational skills demonstrating the capacity to effectively manage records and finances
7. Demonstrate timeliness and consistency

Successful applicants will work closely with school administration to design a nutritious and structured lunch program adapted to the needs of the school. Finger printing and other security requirements are required. To apply, provide an application letter, resume, and three recommendations to BCJAPrincipal@gmail.com