



WE ARE HIRING A AFTER SCHOOL PROGRAM COORDINATOR

Nai Ionad Na Cille Childcare is a warm, large, community focused childcare setting in Keel, Castlemaine, committed to providing high quality care, learning, and development opportunities for children. We offer a supportive, structured, and engaging environment where every child is encouraged to thrive, build confidence, and develop positive social skills. Our team is dedicated to creating enriching experiences that promote curiosity, wellbeing, and a strong sense of belonging. We are now expanding our team and are currently hiring an After School Program Coordinator for our existing programme, to lead and deliver a highly structured, active, and engaging afterschool programme for the children in our service.

After School Program Coordinator

We are seeking an energetic, organised, and motivated After School Program Coordinator to lead a highly structured, activity rich programme for children outside of regular school hours. This role is perfect for someone who thrives in a fastpaced environment, enjoys working with young people, and can confidently design and deliver engaging routines that support learning, development, and wellbeing.

What You'll Do

- Create, implement, and manage a structured daily programme filled with educational, recreational, and active sessions.
- Lead and support staff to deliver highquality activities and maintain a positive, safe environment.
- Communicate with parents, guardians, and school staff to ensure alignment and strong relationships.
- Oversee attendance, reporting, and general programme administration.
- Ensure all activities meet organisational policies, safety standards, and best practice guidelines.
- Promote positive behaviour, teamwork, and social development among service users.

What We're Looking For

- Strong leadership and organisational skills.
- Experience working with children or young people.
- Ability to plan and deliver structured, engaging activities.
- Excellent communication and problemsolving abilities.
- A commitment to creating a safe, supportive, and fun environment.

If you're passionate about youth development and love bringing structure, energy, and creativity to your work, we'd love to hear from you.

To apply, please submit your CV, and a short cover note addressed to the Operations and Commercial Director, outlining your interest in the role and relevant experience.

Email CV and Cover Note to info@nicille.com by Friday 29 th of May 2026 close of business