



EXTENDED DAY PROGRAM PART-TIME STAFF

The purpose of this position is to work with children grades PK-8. To work as part of a team whose purpose is to competently and actively create and facilitate enrichment activities, sometimes assist with grades 1-8 student homework, and provide a safe, enriching, and character-driven environment for students enrolled in our Extended Day Program (school-year, summer, school's out/holiday care). Flexible Days and Hours. Monday - Friday, 2:30pm - 6:15pm

Daily Job Functions

- Consistently model and guide students in character development through actions, activities, and dialogue.
- Implement and model respect for all spaces and materials used, ensuring they are well maintained and left as found, including buses and field trips
- Use proper customer service skills to establish and maintain effective working relationships with aftercare counselors, school employees and parents.
- Enforces applicable rules and regulations with program participants.
- Ensures adherence to established safety procedures
- Ensures first aid supplies and emergency equipment are in order and accessible.
- Maintains a safe and clean work environment.
- Performs other related work as required.

Knowledge, Skills, & Abilities Required to Perform Essential Job Functions:

- Ability to confidently and effectively manage student behavior in a positive, respectful manner at all times
- Ability to maintain prompt and regular attendance.
- Ability to work within moderate to loud environments associated with child care.
- Ability to work in the outdoor environment, with exposure to weather, cold, heat, wind.
- Ability to provide first aid in a calm, professional manner.
- Ability to exert moderate physical effort, typically involving some combination of stooping, kneeling, crouching and crawling, and that might involve the lifting, carrying, pushing and/or pulling of objects and materials weighing 10 pounds.