

JOB DESCRIPTION
for
AFTER SCHOOL ENRICHMENT PROGRAM ASSISTANT

Position Summary

Serve as an active member of the caregiving team and assists the After School Director as required; help plan and provide activities and supervision in a nurturing and enriching manner consistent with diocesan philosophy and beliefs.

Reports To

After School Director

Requirements

- Experience working with school age children.
- Complete required staff training including CPR, first aid, and Protecting God's Children workshop. These classes will be provided by MACS. Attend After School staff meetings.
- Demonstrate ability or interest in planning and providing activities and supervision for children.
- Ninety day probationary period.

General Responsibilities

Plan and supervise activities for a designated group of children. Supervision includes:

- Actively participate as a member of the caregiving team engaging in activities with the children and acting as a role model participant.
- Show genuine interest and concern for each child's needs and general well being.
- Adhere to policies and carrying out procedures established by the diocesan and the ASEP.
- Assist with afternoon snack distribution and cleanup.
- Assist Director to ensure all facilities are left in proper condition before end of shift. This may include returning all equipment, games and supplies to proper storage areas.
- Work extra hours in emergency situations.

Communications

- Manage, monitor and communicate behavioral, emotional or other issues to the Director as needed.
- Greet parents and children in a friendly manner by name each time they come to our program, including when picking up their children daily.
- Communicate openly with co-caregivers and works under the general supervision and accepts direction from the Director.

Administrative

- Monitor attendance and sign-out procedures for respective groups.

Health & Safety

- Follow school procedures to safeguard the health and safety of the children in the program, which include but are not limited to hand washing, sanitary measures, and playground equipment.
- Be knowledgeable of the emergency file and emergency procedures.
- Know the tornado and fire procedures for the program and assist in the supervision of required drills.
- Assume other duties as assigned by the Director in emergency situations.