

Job Description – Aftercare Attendant

A person selected for this position will be responsible for supervising children in the aftercare program.

Qualifications

1. Must be at least eighteen (19) years of age.
2. Must pass a background check.
3. Must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children, and be willing to fulfill responsibilities following the School's program and philosophy.
4. Must be available to work from 2:00 pm –5:30 pm Monday through Friday.

Responsibilities

1. Supervises the classroom and all activities to ensure safety at all times.
2. Treats all children with dignity and respect.
3. Participates in dismissal procedures at the end of aftercare, ensuring that each child leaves with the appropriate adult (either Lead Teacher or Authorized Adult)
4. Greets parents and children with salutations and smiles.
5. Hands out snacks and helps maintain a neat and organized classroom.
6. Reports any problem which may occur with the children to the Director.
7. Maintains a professional attitude and loyalty to the School at all times.
8. Attends staff meetings and recommended training programs when required.