

Before/After School Care Program (BASP)

Position begins August 2010

Hours vary depending on desired schedule. Available hrs 6-24 p/week.

6:45 am – 8:45 am and 3:00 pm – 6:00 pm

Potential additional hours for the KinderRec Program 11:30 am – 3:30 pm

Description:

The Before/After School (B/AS) Staff is responsible for assisting in the daily operations of the Before and After school program to include all curriculum, lesson plans, no school days, winter/spring break camps, and conducting a classroom atmosphere.

Qualifications:

- Must be 21+ years of age and be eligible to drive a 15 passenger van
- Must have experience working with children.
- Must have experience in working with the general public.
- Ability to read, write, and effectively communicate in English.
- Can work in a team environment or alone.
- Must possess strong leadership, communication, and organizational skills.
- Must be flexible and have ability to adapt to situations.
- Must hold current Child/Adult CPR and First Aid Certification.

Job Duties:

Assists the Supervisor with planning and implementing a diversified program for K-5th graders during the school year, August through June. Participate in staff training and other meetings and/or clinics. Inspects facilities and equipment for safety hazards. Reports and corrects unsafe conditions. Promotes and stimulates good relationships with the participants' parents. Keeps them informed on the progress of their children. Keeps multi-purpose room, kitchen, and cabinets neat and current. Keeps before/after school binder and medical forms neat and current. Maintains current community First Aid/CPR Certification. Assists with fundraising programs.