



12606 Casey Road
Tampa, FL, 33618

Carrollwood Day School
After Care Program Staff
(Early Childhood Campus)

Overview:

At Carrollwood Day school (CDS) our vision is to enrich the mind, strengthen the character and inspire the hearts of our students. Since the inception of Carrollwood Day School in 1981, we have prided ourselves on being a community of learners.

CDS offers a robust menu of after school programming for CDS students, ages 2 – 6 at our Early Childhood Campus and grades 1 – 8 on our Bearss Avenue campus.

Job Description:

The Early Childhood Campus after care program begins at 2:30pm and is available throughout the afternoon until 6:00pm as well as weekly special interest afterschool activities. Students are offered a healthy snack, while playing games and socializing, and then transition into an organized schedule. The after care program ensures that our children have a safe and enjoyable environment, even beyond the classroom. After care program staff are expected to work on designated days between the hours of 2:30pm-6: 00pm.

Essential Responsibilities:

- Track student attendance through the KidCheck Program
- Develop and maintain a safe and respectful indoor/outdoor environment to both students and parents
- Guide and teach a range of indoor/outdoor activities such as arts & crafts or games
- Ensure student safety and monitor their activities
- Communicate regularly with supervisor
- Instruct students in daily routines and cleanup tasks
- Follow safety and emergency procedures and guidelines
- Provide one – on – one help to students, if needed

Qualifications:

After Care Staff must be at least 18 years old and demonstrate a positive attitude, flexibility and the ability to work independently.

Required:

- Florida Department of Children and Families 40-hour Child Care Certification or willing to complete the courses within the suggested time period
- At least 1-2 years of experience with childcare
- Ability to serve as a positive role model and mentor
- Must be able to participate in potentially strenuous physical activity
- Demonstrated skills in conflict mediation
- Ability to multitask, prioritize, and manage time efficiently

Compensation:

Compensation includes an hourly wage commensurate with experience.