



1515 W. Bearss Avenue  
Tampa, FL, 33613

Carrollwood Day School  
After Care Program Staff  
(Bearss Avenue 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 3 – 6 at our Early Childhood Campus and grades 1 – 8 on our Bearss Avenue campus.

**Job Description:**

The Bearss Avenue Campus after care program begins at 3:05pm and is available throughout the afternoon until 6:00pm as well as weekly special interest classes and clubs. Students are offered a healthy snack, while playing games and socializing, and then transition into an organized schedule. There is also designated homework time, where students work on homework or reading. After care program staff are available during this time for one-on-one homework help.

The after care program ensures that our children have a safe and enjoyable environment, even beyond the classroom. Children may stay for after school care occasionally or daily, and reservations are not required.

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
- May perform administrative tasks (filing, record keeping, etc.) as 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:*

- First Aid and CPR Certification
- At least 1-2 years of experience with childcare
- Ability to serve as a positive role model and mentor
- Excellent verbal and written communication skills
- 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.