



**Position: After Care Staff Member**

**Reports to: Director of After School Programs**

**Non-exempt | Mon-Fri | Up to 18 hrs per week (3 p.m. - 6 p.m.)**

*St. George's Episcopal School is a coeducational, independent school serving approximately 370 students from age one through eighth grade and employing approximately 100 faculty and staff. Here, each child grows academically, creatively, emotionally and spiritually while developing a sense of self-worth and moral responsibility. This is a family-like atmosphere of care and concern with a highly trained and dedicated faculty. Educational excellence at St. George's begins with the simple premise that each child is unique—that is, each child's strengths are worth cultivating and celebrating, and each child's challenges are worth identifying and embracing, for only then will grit and perseverance accompany growth and development. This is why our graduates develop into lifelong learners and consequently find acceptance and success in the finest high schools in New Orleans. This is also why our parents, grandparents, alumni, friends and students have an enduring love for the school.*

**Position Summary**

After Care employees at St. George's Episcopal School work in an after-school program for children ages 1 through eighth grade and are highly engaged, professional and reliable. After Care staff members must be available to work for the majority of the programming time on a regular basis. They will work with the Director of After School Programs to coordinate activities, including snack time, games, sports, crafts, art and homework help, for his/her assigned students. This is a wonderful opportunity for candidates to work with a great community of children in meaningful ways.

**Essential Duties and Responsibilities**

- Facilitates activities that are developmentally appropriate for school-age children and incorporates goals of the program on a daily basis
- Ensures the safety and well-being of each child by responding to their emotional, social and physical needs, as well as their educational needs
- Provides great customer service along with a warm and nurturing atmosphere for participants to interact
- Serves snacks to children and cleans up the preparation and eating areas after servings have been given
- Establishes a professional level of rapport with participants' families in order to provide quality care and great service
- Creates and maintains a safe environment for participants to engage with others
- Responsible for cleaning the rooms and upholding an orderly environment
- Possesses a positive attitude towards participants and the school
- Responds proactively to any issues or concerns a participant or his/her family may experience or communicate



- Demonstrates and embodies the core values of St. George's Episcopal School: perseverance, integrity, respect and compassion.
- Submits all documentation to the Director of After School Programs as needed.
- Completes all other assignments or duties assigned by the Director of After School Programs.

### **Qualification Requirements**

- Bachelor's Degree (highly preferred)
- Willingness to work with children and their families on a team of educators
- Experience working with children ages 1-14
- Proficiency with Google Apps and Microsoft Office and familiarity with scheduling and database/SIS management
- Ability to work well in a team and collaborate
- Outstanding organizational and time management skills
- Exceptional oral and written communication skills which prove effective in communicating with students, parents, faculty and administration
- A desire to problem solve through clear and open conversation
- Ability to lift up to 20 lbs
- Flexibility to adapt to quick changes in regard to classroom systems
- Highly interested in pursuing continuing education opportunities; dedicated to lifelong learning
- A sense of integrity, ethics and confidentiality, as well as the ability to carry out responsibilities in accordance with the school's policies and procedures

### **St. George's Episcopal School as an Equal Opportunity Employer**

St. George's aims to employ a collaborative, creative, joyful and diverse faculty and staff. We hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability or any other category protected by applicable law. We are committed to an inclusive school culture and to recruiting and hiring faculty of diverse backgrounds and experience.

**Please send a PDF of your resume and cover letter to Je Gales at [je.gales@stgnola.org](mailto:je.gales@stgnola.org)**