



## **JOB DESCRIPTION**

**Job Title:** After Care Program Staff

**Supervisor:** Auxiliary & Summer Programs Coordinator

**Job Classification:** Hourly Non-Exempt

### **Job Summary**

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 1982, 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.

The Bearss Avenue Campus after care program begins at 3:30pm and our Early Childhood Center at 2:00pm. Both are 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 Duties**

1. Track student attendance through the KidCheck Program
2. Develop and maintain a safe and respectful indoor/outdoor environment to both students and parents
3. Guide and teach a range of indoor/outdoor activities such as arts & crafts or games
4. Ensure student safety and monitor their activities
5. Communicate regularly with supervisor
6. Instruct students in daily routines and cleanup tasks
7. Follow safety and emergency procedures and guidelines

8. Provide one – on – one help to students, if needed
9. May perform administrative tasks (filing, record keeping, etc.) as needed
10. Performs any other related duties **as assigned** by the Auxiliary & Summer Programs Coordinator or other appropriate administrator.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

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
- DCF Qualifications – 45 hour training hours (ECC only) and fingerprinting
- 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

### **Working Conditions and Physical Requirements**

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly indoors, outdoors and on the telephone; physical agility to lift up to 25 pounds; to bend, stoop, climb stairs, and reach overhead.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may occasionally be performed on field trip away from school. The noise level in the work environment is usually moderate.