

POSITION: Part-time aftercare employee

SUMMARY OF POSITION: Lake Mary Preparatory School is seeking an enthusiastic aftercare worker to join an engaged and dedicated aftercare program. This is an hourly position and the hours may fluctuate based upon staffing needs. Individual will begin their shift at 2 pm Monday, Tuesday, Thursday and Friday; on Wednesday the shift begins at 1 pm. End time is based upon number of students in attendance but the latest should be 6 pm.

KEY RESPONSIBILITIES:

- Provide a safe, caring and enriching environment for the children enrolled in Lake Mary Preparatory School's Aftercare Program
- Monitor students
- Assist with homework
- Organize and plan activities
- Follow proper student sign in and dismissal procedures
- Engage with students during indoor and outdoor activities
- Resolve any conflicts with students
- Communicate with parents

QUALIFICATIONS NEEDED:

- Previous childcare experience and CPR/First Aid Certification strongly preferred
- DCF Certification strongly preferred
- Must be 18 years of age
- High School Diploma or higher
- Ability to work flexible hours
- Must have reliable transportation

JOB TYPE: Part-time

SALARY: \$12.00 per hour