



## Aftercare Staff

### Job Description

**Title:** Aftercare Worker

**FLSA Status:** Non-Exempt

**Reports to:** Aftercare Director

**Department:** Childcare

**Classification:** Hourly

**Reviewed:** July 11, 2023

### Institutional Purpose and Vision

*Cotter Schools is a private, independent, coeducational school located in Winona, Minnesota guided by Catholic beliefs and values since 1911. We serve all ages from 16 months to Grade 12 and challenge students to achieve their full potential and use their lives in service of others. As an international Catholic learning community, we believe:*

- *God is present in all creation.*
- *Each person is valuable and deserves respect.*
- *Education prepares people to build a better world.*
- *In community, everyone grows.*

### Values and Standards

At Cotter Schools, we believe in the intrinsic goodness of all persons. All employees can expect the administration and other employees to uphold the core values of COMMUNITY, FAITH, SERVICE & RESPECT, and they are expected to reflect them through their daily actions to all other employees, students, and families.

*Cotter Schools challenges you to be the difference*

#### GLOBALLY LEARNING

Excelling in academics, arts and athletics with global perspectives and meaningful technologies that bring us closer together.

#### FAITHFULLY SERVING

Service is a part of who we are. We are called each day to serve each other and our communities with our talents and gifts.

#### TOGETHER IN COMMUNITY

Our community is rooted in faith, hope and love. We believe all people are intrinsically good because they come from God.

**Role Purpose**

The aftercare staff are the responsible adults providing childcare for grades K-6 at St. Luke Hall after school. The primary purpose of this role is to provide supervision, academic support and safe, age-appropriate recreational activities for children.

**Position Responsibilities:**

1. Look out for the student's welfare while they are in Cotter's care, which includes maintaining a safe environment for all students and responding to basic emergencies.
2. Work to create supportive, nurturing atmosphere in the afterschool program & provide academic support and resources to students.
3. Lead and participate in engaging activities for students on a daily & weekly basis.
4. Working with students to ensure that spaces are tidy and cleaned up when no longer used for the day.
5. Report any student behavioral or emotional concerns to the Aftercare Director.
6. Other tasks as assigned by the Aftercare Director.

**Essential Functions and Competencies:**

- Must be a positive role model.
- Must possess exceptional communication skills.
- Ability to use good judgement and effective problem solving skills

**Required Work Schedule:**

The aftercare staff position is part-time with required work schedule from 2:00PM – 5:30PM during the academic year. Additional hours may be available during the summer months.

**Education and Experience:**

- High School Diploma
- Experience supervising elementary age children.
- Possess or willing to attain CPR/AED/First Aid certification