



## **After Care Staff Member**

Reports to: Director of Auxiliary Programs

Monday - Friday | Up to 18 hrs per week (3-6 p.m.; 2:30-6 p.m. on Wednesdays) | Nonexempt

*St. George's Episcopal School is a coeducational, independent school serving approximately 395 students from Nursery through eighth grade in a family-like atmosphere with a highly trained and dedicated faculty. Educational excellence at St. George's begins with the premise that everyone learns differently. Our version of personalized learning, our nurturing environment and our low student-to-teacher ratios ensure that we challenge and support every child. This is why our graduates develop into lifelong learners and consequently find acceptance and success in the finest high schools in New Orleans. Learn more at [www.stgnola.org](http://www.stgnola.org).*

## **Position Summary**

After Care Staff Members work to care for students daily in the After Care program, following all St. George's guidelines and professional standards. These individuals help to maintain an engaging and nurturing environment for all children in their care. After Care staff are reliable team players with flexibility and a passion for working with children. This role requires individuals to be compassionate, observant and a positive role model for all students.

## **Essential Duties and Responsibilities**

- Facilitate activities that are developmentally appropriate for children and incorporate goals of the program on a daily basis.
- Ensure the safety and well-being of each child by responding to their emotional, social and physical needs, as well as their educational needs.
- Provide a warm and nurturing atmosphere for participants to interact.
- Demonstrate and embody the core values of St. George's Episcopal School: perseverance, integrity, respect and compassion.
- Possess a positive attitude towards participants and the school.
- Establish a professional level of rapport with participants' families in order to provide quality care and great service.
- Collaborate with the Director of Auxiliary Programs and After Care Coordinator to respond proactively to any issues or concerns a participant or their family may experience or communicate.
- Create and maintain a safe environment for children to engage with others.
- Serve snacks to children and clean up the preparation and eating areas after servings have been given.
- Maintain cleanliness in the interior spaces, including classrooms, and uphold an orderly environment.
- Submit all documentation to the Director of Auxiliary Programs as needed.
- Complete all other assignments or duties assigned by the Director of Auxiliary Programs.

## **Qualification Requirements**

- High School Diploma (required)
- Willingness to work with children and their families on a team of dedicated staff
- Experience working with children
- 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
- Strong interest in pursuing continuing education opportunities
- 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 resume and cover letter to [hr@stgnola.org](mailto:hr@stgnola.org) and Caroline Frampton, Director of Auxiliary Programs, at [caroline.frampton@stgnola.org](mailto:caroline.frampton@stgnola.org).**