



**POSITION:** Part-time Aftercare School Aide

**SUMMARY OF POSITION:** Lake Mary Preparatory School was founded in 1999 and continues to be one of the top co-educational, private, international prep schools in Seminole County serving students in grades PreK 3 through 12.

We are seeking an enthusiastic, energetic individual to join our team. 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 the 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
- Must be a self-starter and positive role model
- Ability to work flexible hours
- Must have reliable transportation

**JOB TYPE:** Part-Time

**SALARY:** Starting at \$13.00 per hour