

# ANWSD CHILDCARE PROGRAM STAFF

## ➤ PURPOSE:

The Afterschool staff is responsible for providing safe and developmentally appropriate care for the children enrolled in the program while following all policies and procedures of the license and district.

## ➤ SCOPE:

The Afterschool staff will be responsible for planning and implementing a program to care for children. They must ensure the safety of the children enrolled in care. The Afterschool staff will be respectful of children and parents, and ensure that equipment and facilities are clean, safe, and well maintained.

## ➤ RESPONSIBILITIES:

### DEVELOP AND IMPLEMENT A PROGRAM FOR ENROLLED CHILDREN

- Plan and implement activities to meet the physical, emotional, intellectual and social needs of the children in the program.
- Provide adequate equipment and activities.
- Follow policies and procedures including disciplinary policies.
- Be familiar with emergency procedures.

### SUPERVISE CHILDREN ENROLLED IN THE PROGRAM

- Ensure children are supervised at all times.
- Build children's self esteem.
- Establish routines and provide positive guidance.
- Provide a safe and secure environment for children to feel comfortable.
- Implement positive discipline when required.
- Clearly and effectively communicate in a manner that children understand.

### MAINTAIN PROGRAM ADMINISTRATION

- Keep parents informed of program expectations, program activities and their child's progress.
- Maintain current, accurate and confidential files and information.
- Carry out daily activity plans.
- Perform other related duties.



The Addison Northwest School District seeks creative, enthusiastic individuals to work in the After School Program at Ferrisburgh Central School and Vergennes Union Elementary School.

Ideal applicants will have a passion for working with elementary age children, an enthusiasm for creating and leading meaningful activities, and experience in an after school and/or licensed childcare setting.

Additional opportunities are available on early release days, vacation weeks, and summer for those who are interested.

Hours and days can be flexible!



## Qualifications

- Be at least eighteen years of age
- Have a high school diploma or equivalent
- Be willing to take Afterschool courses (if applicable)



## Apply Now



[akruse@anwsd.org](mailto:akruse@anwsd.org)



[abourgeois@anwsd.org](mailto:abourgeois@anwsd.org)



[After School and Summer Programs](#)

# ANWSD CHILDCARE PROGRAM STAFF

## ➤ KNOWLEDGE, SKILLS AND ABILITIES:

### KNOWLEDGE:

The applicant must have proficient knowledge in the following areas:

- Child development.
- Safe and appropriate activities for children.
- Policies and procedures to ensure that children are supervised and safe at all times.

### SKILLS:

The applicant must demonstrate the following skills:

- Team building skills.
- Supervisory skills.
- Problem solving and decision making skills.
- Effective verbal and listening skills.
- Communication skills.
- Stress management skills.
- Time management skills.

### PERSONAL ATTRIBUTES:

The applicant must demonstrate the following personal attributes:

- Maintain strict confidentiality in performing duties of Afterschool staff.
- Be respectful.
- Possess cultural awareness and sensitivity.
- Be flexible.
- Demonstrate strong work ethics.
- Be consistent and fair.
- Be compassionate and understanding.
- Be able to build esteem while ensuring a safe and secure environment.



## 📖 Required Trainings

- Vermont Orientation Training (9hr)
- Mandated Reporter Training (2.5hr)
- Vector Trainings (4.5hr)
- Other Professional Development Trainings as needed

Afterschool Child Care Program Staff that work in the Afterschool Childcare Program for one year are required to have at least one of the following:

- Vermont Afterschool Foundations Certificate
- Vermont Afterschool Essentials Certificate
- Vermont On-the-Job Training Certificate
- Vermont Afterschool Professional Credential
- Vermont Program Director Credential
- Vermont Teacher Licensure

OR

- BA/BS or Associates Degree