



HAWAII BAPTIST ACADEMY JOB DESCRIPTION

JOB/POSITION TITLE: ASEP Junior Leader

OFFICE/CAMPUS: Supplemental Programs After School Enrichment Program/Bento Elementary

REPORTS TO: Supplemental Programs ASEP Coordinator

STATUS: 10 Months (Non-Exempt)

WAGE RANGE: \$16 - \$18

PRIMARY PURPOSE:

To assist leader in providing a conducive and safe environment of childcare for HBA elementary students during post school hours, holiday and summer periods.

ESSENTIAL DUTIES/FUNCTIONS:

- Assist leaders in preparing for learning and playing activities.
- Assist students with homework problems.
- Supervise the activity of assigned children.
- Prepare and/or pick up snacks for assigned group.
- Assist in daily clean up.
- Attend staff meetings.

OTHER DUTIES/FUNCTIONS:

- Other duties as assigned.

CORE VALUES OF HBA: An employee of HBA must demonstrate the following core values:

- Humility: We cultivate humility by acknowledging the goodness of God and the reality of sin, by taking time to be contemplative, by being open to change, and by knowing that there is and will always be more to learn.
- Curiosity: We cultivate curiosity by asking questions, by seeking opportunities to learn, by trying new things, and by persevering in our quest for answers.
- Love: We cultivate love in community by striving for peace, by eliciting and sharing ideas, by constructively expressing and resolving disagreements, by respecting differences and loving all people, and by asking and offering forgiveness.
- Commitment: We express our commitment by speaking truth and taking responsibility, by caring for God's creation, and by using our talents and resources to work toward the good of humanity.

WORKING CONDITIONS:

- Equipment Use: Sport and playground equipment, two-way radio.
- Work Hours: 2:15 p.m. to 5:30 p.m., Monday – Friday. May required additional hours during the week and other hours as needed during intersession and summer breaks.
- Mental Demands: Must be alert and aware of children's safety, able to follow instructions, decision making analytical and critical thinking ability, attention to detail.

- Physical Demands: Working in the sun, monitoring and participating in the activities of numerous children at play.

QUALIFICATION REQUIREMENTS:

- Spiritual: Must have accepted Jesus Christ as Lord and Savior of their life and demonstrate a living relationship with Jesus Christ as described in “The Baptist Faith and Message”, the tenets of the Southern Baptist denomination.
- Skills/Knowledge: Enjoys working with children. Good verbal communication skills. Knowledge of appropriate multiple discipline methods.
- Education/Training: Completion of the ninth grade.
- Experience: Six months experience working with elementary age children.