



Job Description Clubhouse Aide

Accountability: Clubhouse Director

Professional or Support: Support
Part-time

Job Description Summary

The Clubhouse Aide will maintain a safe and stimulating environment for young children.

Qualifications

- Minimum of a high school diploma.
- Must be flexible and adaptable to meet the needs of the children and program.
- Demonstrate and model Christian behavior that is professional, ethical, responsible, and supports the mission and ministry of RCLS and the RCLS association churches.
- Ability to lift and/or carry up to 20 pounds, as well as the ability to move around freely with children over different terrain.

Duties and Responsibilities

- Assist the Director in the creation of an environment conducive to the physical, social, and emotional development of the children.
- Perform duties as planned under the leadership of the Director.
- Interact with the children in a way which conveys respect and nurturing.
- Ethically support the social and emotional development of children.
- Guide and direct healthy personal hygiene of each child.
- Maintain a safe environment based on safety standards set by the program.
- Help prepare snacks and meals as necessary.
- Work cooperatively and effectively as a team member by communicating and contributing pertinent information in regards to students on a continuous basis.
- Maintain open and welcoming relationships with each child's family.

Compensation and Benefits

The RCLS Clubhouse Aide is an hourly part-time support position. Benefits for part-time support positions are granted. Please see the Employee Handbook for specifics.

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.