Position: **Part-Time Aftercare Support (W.I.N.G.S. After School Programs)**
FLSA Classification: **Non-Exempt, Hourly**
Reports to: **W.I.N.G.S. After School Programs Coordinator**

The Howard School is seeking enthusiastic individuals to implement a dynamic, safe, and enriching after-school care program. The ideal candidate is attentive, energetic, and motivated to make meaningful connections with students.

The hours are 2:30-5:30 pm, Monday - Friday, following the school calendar. Aftercare Supports can be assigned different days of the week based on their availability.

Mission

The Howard School celebrates each student, transforming the learning experience and developing lifelong strengths.

Essential Job Duties/Responsibilities

- Create and maintain safe, positive, and efficient routines (e.g., transitions, snack, playground, departure) and execute them in a timely manner
- Actively monitor students to ensure their safety and well-being, keeping a consistent headcount on all students present and maintaining a "line of sight"/constant awareness of each student's location
- Keep accurate daily attendance records, including student check-in and check-out times
- Make expectations of student behavior clear and proactively monitor interactions and activities in a preventative way
- Communicate effectively in a nurturing, supportive manner with students in both times of play and behavior correction

- Interact with students to foster and encourage positive social interactions with their peers
- Prepare and facilitate age-appropriate activities for students (e.g., games, indoor/outdoor recreation, crafts)
- Cooperate with and support colleagues with a constructive team approach
- Communicate all student injuries, accidents, illnesses, and behavior issues to the W.I.N.G.S. Coordinator immediately or as soon as reasonably possible
- Demonstrate respect of the sensitive confidential nature of student and school personnel information
- Maintain a clean environment which includes limited janitorial duties, and engage students to help care for their space as appropriate
- Accept and implement corrective feedback willingly and without defensiveness
- Report to work with punctual and reliable attendance and participate in required activities, including meetings and professional development

Physical Requirements

- Audible voice and adequate hearing and vision required to supervise the students
- Sufficient mobility and agility needed to interact with children
- Typically sustained physical activity, such as hiking and other activities encountered in outdoor and physical education
- Bends, stoops, and crouches on a regular basis
- Ability to lift a small child up to 50 lbs when necessary

Minimum Qualifications

- At least one year experience working with children and/or adolescents
- Completion of high school education or GED equivalent
- CPR and First Aid training preferred; basic training and/or certification will be provided

The Howard School is an equal opportunity employer that is committed to diversity and inclusion in the workplace. All applicants will be considered for employment without regard to race, color, creed, religion, sex, sexual orientation, gender identity, national origin, citizenship status, age, pregnancy, disability/handicap,genetic information, uniform service member status or any other protected status in accordance with applicable federal, state, and local laws. veteran or disability
status.