THE OAKRIDGE SCHOOL

Position: Extended Care Program Specialist

Reports to: Auxiliary Programs Coordinator

The Oakridge School seeks an Extended Care Program Specialist in our extended care program. The extended care program provides The Oakridge School students the opportunity to engage in a fun, productive social environment beyond traditional school hours. Under the direction of the Auxiliary Programs Coordinator, the Extended Care Program staff will organize, facilitate and participate in daily activities with The Oakridge School students and will monitor and interact with students to create a safe, engaging environment.

The Extended Care Program Specialist is a part-time, hourly position working on school days (Monday – Friday) between 2:45 p.m. and 6:00 p.m. Additional hours are available on early-dismissal days. Pay begins at $15.00/hour.

Responsibilities:

- Monitor children participating in the extended program to ensure their health, safety and physical well-being; perform routine First Aid and CPR; perform first aid in emergency situations according to established procedures; enforce and ensure health and safety rules and procedures are observed
- Collaborate and assist staff in designing and implementing activities and assignments to encourage attendee's intellectual, creative, artistic and athletic enrichment and abilities; assist students in working on and completing after school program assignments, projects and activities
- Maintain a positive, upbeat attitude that contributes to a positive environment for after school care participants
- Oversee students in physical activities, including but not limited to, basketball, kickball, running, etc.
- Interact with children in an effort to build self-esteem and form a comfort level with their peers; answer student questions, provide proper examples, emotional support, a friendly attitude and general guidance
- Assist in maintaining program standards of student behavior needed to achieve effective participation in activities; assist in resolving student disputes; refer serious discipline problems to Auxiliary Programs Coordinator
- Set up program, project and activity areas as needed
- Maintain a clean and organized environment for students; demonstrate and involve students in cleaning and organizing the program activities areas before, during, and after use

- Assist with the check-in and check-out procedure for after school care program participants
- Coordinate with enrichment program instructors to ensure the safe pick-up and drop-off of students
- Act as a liaison between parents, staff and school personnel
- Participate in team training activities and regular staff meetings
- Perform related duties as assigned by the Auxiliary Programs Coordinator

Minimum Qualifications:

- At least 18 years of age
- High school diploma or GED
- Experience working with youth
- Must pass a criminal background check and have positive verification of references

Preferred Qualifications:

- College credit in child development, education or related field
- Associate or Bachelor's Degree in child development, education or related field

Additional requirements:

- A valid First Aid and CPR Certificate issued by an authorized agency must be obtained within three months of employment

Physical Demands and Environment Factors:

- Frequent standing, stooping, bending, pulling, and pushing.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, skills required and duties that may be assigned.

School Mission:

The Oakridge School is an independent, college-preparatory school that inspires students to seek their potential through academic excellence, enriched by the arts and athletics. Our community nurtures and challenges each student on their unique journey while fostering character, confidence, and a lifelong love of learning.