

Position **Before and After Care Caregiver**

Qualifications

1. Minimum of a high school diploma.
2. Pleasant personality and neat appearance
3. Able to work with and around children
4. Ability to maintain confidentiality
5. Emotionally and physically able to perform duties required of position
6. Have a good command of the English language
7. Have a basic knowledge of first aid and health procedures
8. Possess general knowledge of office equipment

Supervisor **Building Principal/ Director**

Responsibilities Assist in the implementation of the Before and After Care programs by providing supervision and balanced activities to meet the needs of parents and children outside of regular school hours.

1. Assist in implementing developmentally/ individually appropriate activity- based learning experiences for school age children.
2. Assist in implementing activities to meet the physical, emotional, intellectual and social needs of the children in the program
 - a. Provide nutritious snacks, including preparation and cleaning up afterwards
 - b. Provide adequate equipment and activities
 - c. Ensure equipment and the facility are clean, well maintained and safe at all times, including before, during, and after sessions
 - d. Prepare and maintain the learning environment
 - a. Set up art materials and clean up afterwards
 - b. Put away children's art work when dry
 - c. Sharpen pencils, cut paper, check paper supplies in the classroom and replace when needed
 - d. Help keep the closets and storage areas orderly
 - e. Implements culturally appropriate programs and activities
 - f. Be familiar with emergency policies
3. Incorporate family resources, priorities and concerns into the before and after care curriculum.
 - a. Provide parents with ongoing informal information
 - b. Discuss identified problems and needs with professionals as appropriate
 - c. Promote literacy and education
4. Facilitate positive interaction between children and adults recognizing diversity as strength in children and families.
5. Active participant in staff meetings, generating and exchanging ideas, goal setting and in sharing the responsibility for all children enrolled
6. Supervise children in the before and after care program.
 - a. Ensure children are supervised at all times
 - b. Actively engaged in learning experiences with the children during class time
 - c. Supervise children in the bathrooms;
 - d. Supervise children during outdoor play
 - e. Supervise and assist children during snack time; open containers, clean up spills, and cleaning up afterward
 - f. Build children's self esteem
 - g. Comfort children

- h. Establish routines and provide positive guidance
- i. Implement positive discipline when required
- j. Clearly and effectively communicate in a manner that children understand
- k. Observe children and make note of progress

Terms of employment when school is in session and institute days
2, 3 or 5 hours per day – \$10.19 / hr