

POSITION: School Age Care Program: Program Assistant

STAFF RELATIONSHIP: Reports to the Site Director

LOCATION: Based on child enrollment and need.

EDUCATION AND EXPERIENCE:

1. Must be at least 18 years of age
2. Must be a high school graduate or have a GED
3. Must be able to work effectively with children and adults
4. Must be able to read and write effectively

PRIMARY FUNCTION: Provides direct instruction and supervision for the students enrolled in SACP

MAJOR RESPONSIBILITIES:

1. Assists the Site Director in daily operation of program.
2. Assists in maintaining daily attendance reports and any other clerical duties.
3. Assists in distribution and/or maintenance of equipment and games.
4. Assists with parent pick up of children.
5. Assists with clean-up procedures for assigned area and overall school plant.
6. Plans and implements daily and weekly student activities.
7. Demonstrates imagination and resourcefulness in working with assigned students.

OTHER RESPONSIBILITIES:

1. Assumes other duties as assigned by appropriate administrative staff.
2. Follows through with employment paperwork required within stated time limit.

PHYSICAL DEMANDS:

This position requires lifting of objects that may exceed 20 pounds with frequent carrying of objects that weigh 10 pounds or more. Other physical demands that may be required are:

1. lifting, carrying, pushing and/or pulling
2. climbing and/or balancing
3. stooping, kneeling, crouching, and/or crawling
4. reaching, handling, and/or feeling
5. talking and/or hearing
6. seeing