



JOB TITLE: After-School Program Aide **DEPARTMENT:** Patriot Programs **FLSA:** Non-Exempt

CLASSIFICATION: Part-time **REPORTS TO:** Patriot Program Coordinator **DIRECT REPORTS:** None

BENEFITS: Eligible to join MCA's 401(k) Retirement Plan, with 4% matching after one year of service and 1,000 hours worked in a plan year.

SCHEDULE: Ten-month, at-will position, August-May, while school is in session. This position works a daily schedule of 2:30pm-5:30pm, unless otherwise requested.

JOB SUMMARY: Under the supervision of the Patriot Program Coordinator, the Program Aide is responsible for supervising children and youth attending the PACK/PASS After-School programs. The Program Aide acts as a positive role model, ensures a positive environment, and displays a caring, patient personality towards participants, parents and other staff.

ESSENTIAL FUNCTIONS: This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this position. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this job description.

DUTIES:

- Plans, prepares and supervises activity centers and enrichment activities; initiates and encourages participation and safety; plans physical activities based on weather and gym availability.
- Builds relationships and connects with students individually. Encourages each child.
- Completes all tasks listed in daily checklist provided by Program Coordinator.
- Responsible to get and have all necessary program supplies at all times while on duty; ensures supplies are returned at the end of the day. Items, including but not limited to, the binder, attendance list and radio.
- Maintains a professional attitude; greets parents and children in a pleasant, professional attitude; treats all children with dignity and respect.
- Assists with the intake process, daily attendance and record keeping; ensures each child is checked in electronically and on the paper form; knows child count at all times; ensures PASS participants have bands.
- Assists participants in daily snack time; ensures snack cart is stocked with 2-3 choices daily and only one sweet item per week; returns snacks to sealed, air-tight containers to maintain freshness.
- Fills water cooler with fresh water each day and ensures cups/cups system are available and ready for use.
- Assists with daily set-up and tear down procedures; follows established set-up and tear down checklist.
- Assists with daily and weekly housekeeping tasks; ensures all areas are clean, everything put away and the area is ready for the next day; ensures tables are clean and wiped down; cleans out emergency/first aid basket weekly; empties water cooler every Friday and leaves open to air dry; sanitizes toys on a rotation schedule.
- Helps maintain a neat and organized classroom, cart, and all program related supplies.
- Helps children establish good habits of hygiene; washing hands before snacks, after restroom breaks, as needed; have hand sanitizer available.
- Reports to the Coordinator, daily, any problems or incidents which may occur.
- Assists with dismissal procedures as assigned and per established checkout procedures; ensures each child leaves with the appropriate, approved adult.
- Provides direct care of children.

OTHER RESPONSIBILITIES:

- Works with other staff members to form a positive, supportive team atmosphere.
- Performs other related work as required.
- Attends monthly staff meetings and trainings.
- Wears ID Badge and ensures it is visible while on duty.
- Turns in lost and found items to main office.

MATERIALS AND EQUIPMENT USED:

- General office equipment
- General playground/ recreational equipment
- General program related materials and supplies

ESSENTIAL ATTRIBUTES:

- Effective oral and written communication skills.
- Excellent interpersonal and organizational skills.
- Exemplary care in handling confidential matters.

COMPUTER SKILLS:

- Excellent personal computer skills

REQUISITE KNOWLEDGE AND COMMITMENTS:

- Knowledge of and ability to demonstrate Christian professionalism appropriate to Metro Christian Academy.
- Knowledge of and ability to uphold and to integrate Metro Christian Academy's Statement of Faith, mission, vision, motto, and ideal employee profile.

OTHER SKILLS AND ABILITIES:

- Ability to build effective and positive relationships with people of all ages.
- Ability to lead and motivate people participating in program activities.
- Ability to observe children and ensure their safety.
- Ability to respond to and attempt to resolve conflicts that may arise among participants in a calm and professional manner.

MIMIMUM QUALIFICATIONS:**EDUCATION AND EXPERIENCE:**

- High School Diploma, desired, or G.E.D., and
- Six months experience mentoring and/or supervising children or youth, preferred, or
- Any equivalent combination of training and experience, which provides the required knowledge, skills and abilities.

PHYSICAL DEMANDS:

- Ability to meet attendance requirements.
- Ability to read, write and communicate the English language.
- Ability to hear and interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to safely and responsibly operate equipment necessary to complete the essential functions of the position.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to move hands in a repetitive motion including grasping, holding and finger dexterity.
- Ability to display eye-hand coordination.
- Ability to visually inspect and distinguish colors.
- Ability to accurately measure or assemble at distance close to the eye.
- Ability to prepare and analyze figures.
- Ability to climb stairs, steps stools and ladders.
- Ability to carry, push, pull equipment and supplies necessary to complete the essential functions of the position.
- Able to do moderate lifting (up to 25 pounds).
- Able to perform tasks that require repetitive motions such as bending, lifting, climbing, kneeling, crawling, squatting, standing, walking, reaching above shoulders and sitting.
- The duties and tasks associated with this position include the direct care of children and therefore this position is considered a safety sensitive position.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed indoors and outdoors where there may be physical discomforts associated with extreme weather temperatures, noise, dust, chemicals, fumes, dirt, and the like; frequent walking and/or standing, kneeling, bending, crawling or squatting relieved by lesser periods of sitting. Moderate amount of physical effort required associated with walking, standing, lifting, carrying objects (possibly

greater than 25 lbs.), and performing the essential functions required for the position. Extreme noise levels may be associated with children/youth.

STATEMENT OF PURPOSE:

This job description should *not* be interpreted as all-inclusive. The employee may be requested to perform job-related responsibilities and tasks other than those stated in this job description. The employee will be evaluated in part based upon performance of the tasks listed in this job description, as well as performance on other tasks as assigned. The employer has the right to revise this job description at any time. The job description is not a contract for employment, and either party may terminate employment at any time, for any reason.

As a partnering member of Metro Christian Academy, I have fully read, understand, and agree with each and all of the aforementioned statements in both the Statement of Faith and this job description, and I agree to receive, support, and provide instruction, discipleship, and day-to-day work that is consistent with Metro Christian Academy's Statement of Faith and this job description.