



## **Christian Community School Alphabet Club Care Provider (Before/After school care program)**

**Purpose:** At Christian Community School, the Alphabet Club Care Provider is responsible for managing students in grades PreK-10 who may require before and/or after school supervision. The Care Provider will maintain a positive and safe environment in which students can interact with each other, work on homework, and enjoy recreation.

**Position:** Alphabet Club Care Provider

**Salary:** \$18/hour

**Avg. hours:** 10-15 hrs/wk, 7-8am and/or 3-5pm. Two care providers may also share this role and arrange morning/afternoon hours with each other. Schedule depends on minimum number of students per hour (morning slots less frequent, if at all)

**Reports to:** Alphabet Club Coordinator

**Benefits:** Not eligible for medical benefits due to part-time status

### **Indicators of Success**

Students are respectful to teachers and adults in the school, school building and property.

Students feel comfortable and safe in the care environment and understand rules, procedures, and boundaries.

Students are able to fully participate in structured times and activities (recreation, homework time, peer tutoring, etc).

Care environment is orderly, cleaned, and picked up at the end of each care session

### **Areas of Responsibility**

- Receive students at the preschool door in the morning and in the cafeteria in the afternoon
- Monitor activities and ensure all students are participating positively
- Organize games during free time
- Assist with homework during homework time
- Complete shared time and payment tracking spreadsheet
- Dismiss students out the preschool door and communicate with parents as able/necessary

- Place received payments in the Business Manager box in Main Office
- Keep care environments clean and ready for the next group
- Liaise with Alphabet Club Coordinator on student schedules and any special instructions

### **Key Skills and Knowledge Requirements**

Bachelor's in education preferred and/or relevant work experience managing children

Able to adequately use Microsoft Office/Google Suite for payment tracking

Experience interacting with children of all ages

Works well with colleagues, organized, engaging, creative, patient, consistent and dependable, kind, establishes boundaries and expectations for students

Understands and affirms the school statement of faith and moral integrity

### **Staff Non-Discrimination Statement**

Employment at Christian Community School is open to qualified individuals who are Christians of good character, without regard or reference to race, gender, national or ethnic origin, color, age, or disability.

Christian Community School is a religious educational ministry, permitted to discriminate on the basis of religion. All prospective and current employees must agree with Christian Community School's mission statement, and they must be willing to conduct their lives in conformity with the school's statement of faith and the school's declaration and agreement to ethical and moral integrity.