

# **Job Description for Activity Aide: Before and After Care**

Responsible to: Leader and Director

## **SELF-MANAGEMENT AND PROFESSIONAL CONDUCT**

1. Be a committed Christian.
2. See his/her role as a calling for ministry, understanding the mission of the center.
3. Understand that the aide's first priority is to teach about the love of Jesus through positive role modeling, gentle and consistent temperament, and caring relationships.
4. Is a positive, caring person with enthusiasm for caring for children.
5. Attend all staff meetings, seminars and workshops whenever possible.
6. Maintain Red Cross first aid and child and infant CPR certifications.

## **STAFF MANAGEMENT**

1. Support other staff by being a positive role model, treating others with respect and care.
2. Meet with other staff when asked, for planning and problem solving.

## **CHILD MANAGEMENT**

1. Assist in implementing the classroom schedule.
2. Assist in executing fire, tornado and lockdown drills.
3. Follow positive discipline policies as outlined in the Staff Training Manual.
4. Help prepare, serve and clean up morning and afternoon snacks.
5. Directly supervise the children's outdoor activities.
6. Supervise bathroom as needed.
7. Administer first aid when necessary; assist in reporting all accidents/incidents on appropriate forms.
8. Keep room neat and orderly by fulfilling cleaning assignments; give attention to unassigned areas like corridors, staff room, restrooms and closets; report any problems to the director.
9. Maintain open, honest, respectful communication with parents; communicate with parents regarding exceptional behaviors, accidents, illnesses and discipline.
10. Call director in timely manner when ill.
11. Be punctual.
12. Become familiar and comply with policies in the staff manual.

## **PERSONAL CHARACTERISTICS**

1. Have stamina, both physical and emotional, to work with young children.
2. Demonstrate initiative and competence in working effectively without close supervision.
3. Have genuine Christ-like love for children.

## **QUALIFICATIONS**

One year of child development at the high school or college level.