



POSITION:

Aftercare/Recess Specialist

(Recess: 10:30 am to 1:30 pm M-F)

(Aftercare: 2:00 pm to 6:30 pm M-F)

COMPENSATION:

\$16 to \$20 per hour (based on education and experience)

SKILLS AND QUALIFICATIONS:

- A high school diploma or equivalent is required
- Excellent oral and written communication skills
- Ability to connect and interact with school-aged children
- Professional appearance, demeanor, and mannerisms
- Ability to lift and transport program materials (< 40 lbs)

DAILY RESPONSIBILITIES:

- Organize and prepare for daily student activities and projects
- Gather students while supporting positive social interaction
- Promote a safe and educational after-school environment
- Distribute snacks, monitor snack break, and clean up afterwards
- Group children for activities and bring to enrichment programs
- Support enrichment instructors and monitor student behaviors
- Return children to appropriate destinations after enrichment
- Prepare children for participation in indoor and outdoor activities
- Monitor and support indoor and outdoor activities and safe participation
- Group and bring children to homework and study destinations
- Support and tutor children during quiet homework and study time
- Coordinate access and monitor usage of shared technology resources
- Distribute materials and group children for collaborative projects
- Monitor and support students during collaborative and creative projects
- Clean up materials and work areas used throughout the afternoon
- Dismiss children to parents following safety and security procedures
- Meet with supervisor to reflect on the afternoon and discuss plans
- Additional duties and responsibilities as may be assigned