

## AfterCare Plus™ -- Aftercare Specialist



### **POSITION:**

Aftercare Specialist (2:45 pm to 6:15 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 indoor and outdoor fitness activities
- Monitor and support fitness 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

Fingerprinting and criminal background checks are required prior to employment. We are an E-Verify employer and only hire employees eligible to work in the United States. © 2018 21st Century Kids LLC