



**SEPTEMBER 2017
FLSA: NON-EXEMPT
PART-TIME SEASONAL**

**“ASSETS” AFTER SCHOOL PROGRAM AIDE
HOURLY PAY RANGE: \$11.00 - 13.00**

DEFINITION

Hourly employee under the direction of the Site Coordinator and classroom instructor, the "ASSETS" Assistant will be responsible for assisting in the planning, promotion, implementation and supervision of the “ASSETS” afterschool program.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of various positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Help plan, organize, promote, implement and supervise the activities of school age children in a group setting
- Assist in overseeing the health and safety of the children.
- Serve snack; clean-up following snack.
- Attend staff meetings.
- Fill out accident reports as needed and report accidents or unusual incidents to the director.
- Complete closing duties, including clean-up of classrooms or other associated areas.
- Know and follow the philosophy of the program.
- Attend educational workshops when available.
- Other duties as assigned by the site director.

QUALIFICATIONS

Must be at least 16 years of Education in the child-care field along with child development experience is desired. Bloodborne pathogen training is required, but will be provided upon employment. Community CPR is preferred.

Certifications and Requirements:

- Possession of, or ability to obtain within three (3) months of appointment, CPR and First Aid certification.*
- Bloodborne Pathogen and Mandated Reporter Training
- Harassment Training
- TB Test
- Fingerprinting and background checks*

(* Not required if under the age of 18)

PHYSICAL DEMANDS

Work in both indoor and outdoor settings with children who are in High School. Fast-paced environment, requiring energetic, enthusiastic, and well-organized employee. Physical conditioning includes the ability to bend, stoop, kneel and lift a moderate amount of weight.

I have read, understand and agree to perform the duties described in the job description for ASSETS PROGRAM ASSISTANT.

Signature of employee

Date

