



Encore Job Description for After-School Program Provider

Title: After-School Program Provider	Department: Encore
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Reports to: Director of Summer & After School Programs	Work Schedule: M-F, 2:30pm - 6pm	Positions Supervised:
Job Status: Part-time	FLSA Status: Non-exempt (hourly)	Date Revised: 7/20/2022

POSITION SUMMARY:

After-school Program Provider works with the school's elementary aged children during the hours of 2:30pm-6pm every weekday.

PRINCIPAL RESPONSIBILITIES

- ✓ Care for Elementary aged children 3-10 years of age in the after-school program
- ✓ Maintain a safe and nurturing scholastic environment
- ✓ Communicate with teachers, parents, and staff on an on-going basis
- ✓ Organize and implement age-appropriate activities
- ✓ Collaborate with other teachers for activities and child-care

Education:

- ✓ High School Diploma

Experience:

- ✓ 3 years working in a child-care facility or school preferred.

Competencies:

- ✓ Strong verbal communication skills
- ✓ Knowledge of age-appropriate activities
- ✓ Strong classroom management skills

Licenses and Certifications:

- ✓ CPR/First Aid

Specialized Skills and Knowledge:

- ✓ CPR & First Aid Certification required

Working Conditions:

- ✓ General classroom and playground conditions