

JOB DESCRIPTION

Position Title: After School Program employee

Responsible To: Director

Primary Objective of Position:

This may be part time position. Working under the direction of the Director, the employee is responsible for implementing center plans and providing direct guidance to and supervision of the children in care.

Major Areas of Responsibility:

Responsible for **strong** interaction with youth.

Responsible for supervising and helping children with homework.

Responsible for maintaining data and/or records necessary as implemented by the Director.

Responsible for maintaining student/staff ratio as required by the state.

Work with the Director in establishing a curriculum for the day's activities, for implementing activities scheduled and any other duties assigned.

Qualifications Required:

1. Prefer 18 years of age.
2. Must also meet the general requirements for all staff for before and after school care, as stated in South Dakota Codified Law.
3. May not have on record a substantiated report of child abuse or neglect.
4. Must sign a statement that contains the definition of child abuse and neglect and outlines the employee's responsibility to report all incidents of child abuse or neglect.
5. Must sign Permission to Screen for Reports of Abuse or Neglect form and be finger printed for DCI background check.
6. Must attend ten hours of training within the school year. In addition must have CPR and First Aid training done within first month of employment.

Salary/Benefits

Salary is based on if the applicant is over 18 and has experience working with Children. Date of employment will run school year calendar, Monday-Thursday Hours Will run approximately 3:15-5:30. No benefits offered.