



Job Title: Aftercare Assistant

Reports to: Auxiliaries Program Manager

Job Summary:

The Aftercare Assistant will be a Christian who assists with the supervision of students and contribute to their development as mature Christians, consistent with The First Academy philosophies, vision and mission statement. This position is a part-time hourly position of approximately 20 hours per week when school is in session. Must be available to work between 2:00 pm – 6:00pm Monday – Friday.

Essential Job Functions:

- Ensure the safety and security of students and staff at all times
- Ensure daily activities are running according to schedule
- Ensure supplies and snacks are distributed to children
- Assist in other student areas as directed by the Aftercare Coordinator

Required Qualifications and Experience:

- Evidence a mature personal Christian faith consistent with the First Academy Statement of Faith including being a born again Christian, active Church member, exhibiting a close personal walk with Jesus Christ: modeling an exemplary Biblical lifestyle and evidencing maturity in the understanding and integration of sound Biblical principles in the aftercare program
- Demonstrate an understanding of and a commitment to the distinctive qualities of Christian education
- Feels called by God to work with children
- Present a positive image of the school to others and to the community
- Ability to maintain an appropriate work/life balance
- Demonstrate strong problem solving and conflict resolution skills, incorporating the appropriate level of diplomacy and tact
- Possess solid communication skills, both written and verbal, strong organizational skills, ability to finish tasks in a timely manner and effectively partner and collaborate with others
- Ability to maintain confidentiality pertaining to school/student matters
- Experienced with using technology
- Possess a high school diploma or equivalent
- Minimum of 2-years of experience in a setting working with children
- CPR and First Aid certification required within six months of date of hire

Physical Requirements:

None up to 1/3 1/3 to 2/3 2/3 and more
 (occasionally) (frequently) (regularly)

Standing for prolonged periods				✓
Sitting for prolonged periods				✓
Talking				✓
Hearing audible alarms, voice commands with background noise				✓
Use of hands and fingers to grip, pinch, handle or feel objects, tools or controls			✓	
Climb Stairs / Ladders			✓	
Balance		✓		
Stoop, kneel, crouch or crawl			✓	
Reach, pull, push with hands and arms above head		✓		
Reach, pull, push with hands and arms below head		✓		
Repetition-using an input device-a keyboard or mouse-in a steady manner			✓	
Lifting up to 25 pounds with control		✓		
Pushing up to 25 pounds with control		✓		
Close vision with or without corrective lens. <i>(clear vision at 20 inches or less)</i>				✓
Distance Vision with or without corrective lens. <i>(clear vision at 20 feet or more)</i>				✓
Peripheral Vision <i>(ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)</i>				✓
Depth Perception (vision, ability to judge distances and spatial relationships)				✓
Ability to maintain alertness and attentiveness up to 8 hours				✓
Ability to maintain concentration/focus (e.g., ability to interpret the work environment and make decisions on predetermined operating policies and procedure)				✓

Ability to smell				✓
Ability to work in wet, humid conditions (non-weather)			✓	
Ability to work in outdoor weather conditions to include direct sunlight, heat or cold		✓		
Will include exposure to Bodily Fluids (blood, vomit)		✓		
Noise Level-Loud Noise (Noise when raised conversation is needed)				✓

Consistent attendance is a job requirement.