



Job Description: AFTER SCHOOL CHILDCARE STAFF

HOURS: Part-time positions for adults (18 years old and over) and student workers (15 years old - 17 years old), 10-month position, work week hours M-F from 3:15pm-6:15pm

ACCOUNTABILITY: This non-exempt position reports to the Extended Care Coordinator and/or the CCS administrator for After School Childcare and enrichment programs.

PURPOSE: The After School Childcare staff position supports students after school with homework and monitors student safety on the playground and indoors.

REGULAR DUTIES:

- Supervise children with their homework while they are playing both indoors and outside on the playground.
- Provide, support, and implement physical and extracurricular activities.
- Lead groups of students to and from enrichment classes. Supervise students in enrichment classes if needed.
- Interact positively with students, including managing the classroom.
- Maintain a safe and enriching learning environment for students.
- Provide first aid and social-emotional encouragement to students.
- Assist with childcare programs for staff in-service meetings, staff workdays, minimum days, and other school-wide functions as needed.

QUALIFICATIONS:

1. Knowledge of child safety protocols
2. Ability to communicate with parents and staff
3. Ability to work with K-8th grade students
4. Customer service experience, a positive attitude toward all, a good team player
5. Organized, efficient, detail-oriented, and punctual
6. Ability to help students with homework and to solve problems
7. Evangelical Christian commitment and lifestyle consistent with BACBC's Articles of Faith

PHYSICAL REQUIREMENTS:

1. **Building Mobility:** Staff is required to supervise and lead students to and from the childcare classroom to after-school enrichment class activities and assist in lifting/moving materials (up to 25 lbs) for students. Access to various learning and recess locations may require climbing stairs or ramps, opening doors, negotiating through or around tight spaces and furniture, etc.
2. **School Environment:** Staff must be able to work outdoors for extended periods as playground monitors supervising students in warm or cold weather, heavy winds, direct sunlight, heavy fog, etc. CCS has several outdoor play areas where staff will spend a good portion of time (30-60 minutes) standing or walking to adequately monitor and supervise students.

To apply, find our Employment Application on our website,
<https://www.coastlinechristian.org/employment>
or contact Human Resources at HROffice@bacbc.org