

**After School Care Assistant
Part Time
OLV Elementary School**

POSITION SUMMARY: Plan, organize, facilitate, and monitor the activities of children enrolled in the Our Lady of Victory School After-School Program. Monitor and interact with students to keep students engaged in intellectual, creative, artistic, and physical activities. Participate and assist with the activities of children enrolled in the after school program, as needed. Support the core values, vision, and mission of OLV Elementary School.

REPORTS TO: Principal

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist in the planning and implementation of a daily program which will meet the needs of the children in attendance; set up program, project, and activity areas as needed.
2. Collaborate and assist staff in designing and implementing activities and assignments to encourage attendee's intellectual, creative, artistic, and athletic enrichment and abilities; assist students in working on and completing after school program assignments, projects, and activities.
3. Monitor individuals or small groups of students assigned to an after school program; assure student understanding of program rules and procedures; maintain appropriate order and student conduct.
4. Monitor children to ensure their health, safety and physical well-being; perform routine First Aid and CPR; perform first aid in emergency situations according to established procedures; enforce and ensure health and safety rules and procedures are observed.
5. Interact with children in an effort to build self-esteem and form a comfort level with their peers; answer student questions, provide proper examples, emotional support, a friendly attitude, and general guidance.
6. Demonstrate and assist students with art projects.
7. Oversee students in physical activities, including but not limited to, basketball, kickball, softball, dodgeball, running, etc.
8. Assist in maintaining program standards of student behavior needed to achieve effective participation in activities without interfering with the natural, informal atmosphere of the After School Program; assist in resolving student disputes; refer serious discipline problems to the principal.
9. Maintain a clean and organized environment for students; demonstrate and involve students in cleaning and organizing the program activities areas before, during, and after use.
10. Perform a variety of low level clerical duties in support of program activities such as preparing, typing, duplicating and filing materials; log and record information; create and maintain records and files as assigned; answer telephones and schedule activities as assigned.
11. Confer with parents regarding student performance and behavior as necessary.
12. Performs other duties as assigned

SKILLS:

1. Demonstrated ability to interact positively with others and build relationships with students, parents and co-workers
2. Ability to manage classroom effectively
3. Ability to prioritize, multi-task and organize work responsibilities
4. Work effectively within a team environment, collaborate with others
5. Organized, ability to follow instructions, document information

REQUIRED AND PREFERRED EDUCATION and/or EXPERIENCE:

High School Diploma required.

Previous experience working with children and providing care in a school setting preferred.

Valid Cardiopulmonary Resuscitation (CPR) certification issued by the American Red Cross or any agency authorized by the American Red Cross.

Valid First Aid certification issued by the American Red Cross or any agency authorized by the American Red Cross.

WORK SCHEDULE:

Part Time Hours (2 – 3 days per week, 2:30pm – 6pm)
September 13, 2021 to June 24, 2022

Email resume and cover letter to: olvc-careers@olvcharities.org

Or send cover letter with resume to:

OLV National Shrine and Basilica/OLV Elementary School
Human Resources Department
780 Ridge Road; Lackawanna, NY 14218