

Extension Aide (Childcare)

2023-2024

Job Title: After School Care Provider

Job Summary: The position involves working directly with preschool through school aged children in our after school program.

Location: St. Mary's School 430 E. Savidge St. Spring Lake, MI 49456

Schedule: Monday - Friday 3:00 – 6:00 pm; Following school year calendar

Responsibilities:

- Supervise groups of children ages 3 – 11 years old in an after school program.
- Create and maintain an active, engaging and safe environment consistent with St. Mary's mission and values for all children.
- Work cooperatively with other staff members.
- Implement positive redirection and behavior guidance with children.
- Communicate with caregivers regarding the child's day.
- Encourage and guide school age children to complete their homework.
- Maintain accurate attendance records.
- Clean classroom spaces and materials according to health and safety regulations.

Requirements:

- Previous experience working with children in a structured environment.
- Must be 18 years old
- Practicing Catholic (ideal candidate).
- Certified in First Aid/CPR or willing to become certified.
- Willing to submit to background check through the State of Michigan.

Contact:

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