



Job Title: **After School Care Provider**  
Reports to: **Director of Elementary Student Activities**

**Job Summary:** The After School Provider is responsible for the daily operation and management of the After School Program. This program provides care to children from 3:00 pm to 5:30 pm every day that school is in session.

**Qualifications:**

- Dependable and reliable
- Possess good communication skills
- Able to work with children of different age levels.
- Demonstrates and models a Catholic faith commitment to children
- Possesses confidentiality about student information
- Submission to legal background check, completion of Virtus training and agreement with the Pastoral Code of Conduct

**Duties and Responsibilities:**

- Counts and records the daily attendance and sign-in sheets
- Schedules staff and keeps student/provider ratios consistent
- Communicates and informs parents in the program of changes or daily activities
- Maintains an accurate time card for payroll
- Organize and plan daily activities for the children
- Provide first aid for incidences that may occur during the program
- Supervise the students and provide discipline when necessary
- Maintain the order and cleanliness of the after school room
- Create a safe and happy environment for the children and parents

*I accept the above responsibilities and by signature indicate my willingness to enthusiastically participate in the implementation of the faith community. I can perform the above duties with or without reasonable accommodation.*

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_