



AFTER-CARE TEACHER JOB DESCRIPTION

TITLE: After-Care Teacher

SUPERVISOR: Director Children's Services

DEPARTMENT: Camp Davis and Children's Services

CLASSIFICATION: Part-Time

PURPOSE:

The primary purpose of employees in this class is to be responsible for helping to plan and provide for the safe operation of the Gordon JCC after school program in a manner consistent with the Gordon JCC mission. The employee will play a supporting role in the success of the program by helping to contribute to and support the children in the program by being involved, utilizing best practices in after school instruction, and using appropriate instruction based on the intellectual, physical, social, and emotional needs of all learners.

MINIMUM QUALIFICATIONS:

- Experience of at least 1 year working with children or youth.
- Experience in developing and managing youth programs, preferably after-school or camp.
- CPR and First Aid Certification; or willingness to obtain.

PHYSICAL DEMANDS:

- Ability to lift up to 50 pounds.
- Ability to maintain alertness while sitting, standing, or walking for various lengths of time.
- Extended exposure to sunlight and heat.

DUTIES & RESPONSIBILITIES:

- Ensures the safety and well-being of students at all time during the after-school program.
- Plans, organizes, and implements age-appropriate activities and lessons for students in the Camp Davis Clubhouse program.
- Maintains regular communication with parents and guardians regarding students progress and behaivor.

- Creates a positive and engaging learning environment, manages student behavior, and enforces classroom rules.
- Works with other staff members to ensure a cohesive and effective after-school program.
- Maintains attendance records and other necessary documentation.
- Plans and implements enrichment activities that promote student's social, physical, and intellectual growth.

CRITERIA FOR SUCCESS:

- Communicates with leadership effectively and in a timely manner.
- Uses excellent customer service skills in order to build a rapport with members, guests, and staff.
- Acts as a professional and responsible member of staff to the Camp and Children Services Committee as needed.
- Works with other Gordon JCC departments to enhance activities and programs.
- Facilitates a positive growth image of the Gordon JCC in the Community.