

## Job Description

**TITLE:**

Centered Care Caregiver

**SUPERVISOR:**

Centered Care Director

**OVERVIEW:**

Caregivers are responsible for supervising and caring for children in early childhood classrooms or elementary age classrooms in the Centered Care (after-school) childcare program for St. John School.

**RESPONSIBILITIES:**

We have 4 different classrooms for different ages: 2/3-year-olds, 4/5-year-olds, Kindergarten - 2<sup>nd</sup> grade, and 3<sup>rd</sup> – 8<sup>th</sup> grade. The needs of the students vary from room to room, but all our caregivers are responsible for:

- Greeting students and their parents in a prompt and friendly manner.
- Actively engaging with the students (through games, activities, book reading, conversation, etc.)
- Tending to physical needs such as bathroom breaks (diaper changing for the youngest) and snack time.
- Modeling positive behavior and communication. Students learn healthy communication strategies through the adults around them, so caregivers are always required to speak respectfully and calmly when speaking to their students.
- Ensuring that the classroom remains a safe and friendly environment for all students at all times.

**QUALIFICATIONS AND EXPERIENCE:**

- Must love working with and interacting with children of all ages.
- Prior experience working with children, preferred.
- Must possess strong communication skills with children and adults.
- Must be at least 18 years of age or older.

**WORK SCHEDULE:**

This is a part-time position with flexible hours depending on the Caregiver's availability. After Care hours are 2:30-5:30pm Monday through Friday through the school year.