



After Care Staff

Summary

After Care Staff are an integral part of Riverstone's daily operations and are responsible for providing childcare services to students ages 3-11 years old after the school day. On average, Riverstone's After Care program will see 10-20 students per day.

A successful candidate will have obtained a high school degree, have six months of experience working with young children in a school setting, be age 18 years or older, have current certification in First Aid and CPR, and hold a valid and current City of Boise Child Care License or be willing to obtain one before the first day of employment.

Responsibilities

Reporting directly to the Student Activities and Service Coordinator, the After Care Staff will:

- Arrive to Riverstone by 3:15 PM and prepare for the students to be released from their classrooms at 3:30 PM. During this time, After Care Staff will organize tables and chairs, print coloring sheets, prepare the daily sign-in sheets and have all other planned activities ready by the time students arrive.
- Ensure that all students are signed in upon arrival.
- Supervise children to ensure that all safety protocols are adhered to and that children are following established rules and behaving in a respectful and appropriate manner.
- Report any safety, or behavioral related issues to the Student Activities and Service Coordinator in a timely manner.
- Work effectively with your After Care team member to ensure that you are in compliance with staff:student ratio policies and to immediately report to your supervisor when approaching a non-compliant ratio.
- Ensure that all students leave with and are signed out by the appropriate parent, guardian or adult.
- Clean up the work area for the following day's school activities.

Employment, Benefits and Salary

- This position pays \$11-\$12/hour depending on experience.
- This is a part-time, non-exempt position, working 3:15 PM - 6:00 PM, Monday through Friday on days that school is in session.
- The position will start the week of August 22-25, 2017 for training and work through June 7, 2018, with the exception of weekends and school closures.
- There may also be separately paid opportunities during the school year as well as during school breaks.
- This position is not eligible for benefits.