



Position Title: **Extended Day Worker – Part Time**

Reports To: **Director of Auxiliary Programs**

Position Purpose: The Extended Day Worker is responsible for supervising students in the Extended Day program and assisting in the operation of Extended Day.

Essential Functions

- Set up interest centers and prepare needed materials and supplies
- Take attendance at beginning of extended day program and keep attendance current as children leave
- Provide excellent supervision of children throughout their time in extended day, using physical presence and child-centered language to ensure safety and appropriate behavior
- Supervise homework and indoor activities as well as outside playground activities
- Greet parents as they sign out their children
- Help with general housekeeping and kitchen tasks
- Manage snack time in cooperation with SAGE
- Attend all staff meetings and recommended training programs and conferences
- Follow directions given by the Director of Auxiliary Programs

Qualifications

- High school degree or GED preferred
- Degree in education or working towards a degree in education preferred
- Experience working with school age children
- Interest in children in an educational setting
- Good verbal skills with students, colleagues and parents
- Demonstrated organizational skills
- Able to use basic office equipment, technology and web based tools
- Supports Shorecrest's mission and core values
- **For those working with 3-5 year old groups** - 40 clock hours required by the PCLB preferred, At least 6 semester hours of college credits with passing grades in early childhood education, elementary education, physical education activities for children, guidance, recreation, child group and development OR completed a Child Development Associate credentialing program preferred.

Physical Requirements and Work Environment

- Work in a highly involved environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts
- Be able to occasionally lift up to 40 lbs.
- Able to get down to the child's level
- Monitor children in classroom, playground, and other school areas
- Be able to come in contact with children who are ill/ contagious
- Work primarily in a traditional climate controlled CLASSROOM environment
- Work in outside weather conditions, including extreme heat

To apply, please email a resume to jpena@shorecrest.org.