



EMPLOYEE JOB DESCRIPTION

The personnel committee of the Board shall offer an application to any person inquiring about a position in the Program. All applicants will be considered, when filling a position, without discrimination on the grounds of race, sex, color, creed, or national origin as stipulated in the Civil Rights Act. The program will employ people who meet or exceed minimum staff qualifications in order to insure the safety and well-being of the children served.

Position Requirements

Minimum Qualifications

- High school diploma or GED
- Minimum age of 18 years old
- Criminal background check (to be provided)
- Provide identification for the I-9 Homeland Security Check

Health & Safety Requirements

- Safe Sanctuary training (to be provided)
- Emergency Information Form (to be provided)
- Staff Health Questionnaire (to be provided)
- Interview with Program Director
- Staff Application (to be provided)

Preferred Qualifications

- First Aid and CPR certifications
- Bilingual competencies in English and Spanish
- Brotherhood Mutual's Alert Driver Certification (to be provided, if desired)
- Certified De-Escalation and Restraint Training (to be provided, if desired)

Areas of Responsibility

This person will be required to:

- Work with English-speaking and Spanish-speaking 3rd-8th grade students after their school day ends
- Work as a part of a team and show professionalism
- Enforce safe student behavior program and discipline policy
- Monitor/facilitate activities planned by the Director in any of the Afterschool facilities
- Meet Hardin Park students at the BUMC sign and safely escort them to the church facilities; (or) meet / escort children safely from the Parkway School to BUMC via van.
- Assist in cleaning activity areas
- Other job duties as assigned by the Director

Personal Attributes & Responsibilities

- Promote and model responsible, respectful, and compassionate behavior at all times.
- Exhibit a genuine love of children and maintain a warm, friendly demeanor toward all individuals.
- Demonstrate positive role model qualities.
- Be flexible and willing to step into additional duties.
- Foster a safe, inclusive, nurturing, and positive environment for all participants.

Salary and Hours

- Hourly pay is \$15.00
- Part-time, no more than 20 hours per week (Monday-Friday)
- Hours will be between 2:00 – 6:30 PM.
- Additional work hours may be scheduled for staff training, meetings, or special program events. Staff will be compensated for these additional hours.
- The Afterschool Program will be closed on inclement weather days if schools are closed or close early.