Pre-K Qualified Afterschool Staff

SUMMARY- Candidate must be cognizant of and then adhere to NYS OCFS regulations. Under the direction of our Youth Director this position will float between our Pre-K and Kindergarten Afterschool program locations at ASH, Montessori, or TOAST in Albany. Position is held from September to June during the Albany School Calendar. This is a part time position on Monday through Friday from approximately 2pm-6pm.

KEY RESPONSIBILITIES

- ESSENTIAL DUTIES AND RESPONSIBILITIES

  ✓ To design and/or implement daily activities for Pre-K and Kindergarten children including working after hours on lesson plans.
  ✓ To set a good example for children.
  ✓ To gather and set up the necessary supplies and equipment for planned activities.
  ✓ To supervise and engage children in various activities at all times.
  ✓ To distribute snacks.
  ✓ To communicate with parents, coworkers, and supervisors.
  ✓ To work with fellow staff members to create a teamwork atmosphere.
  ✓ To assume duties as requested by Director and/or Assistant Director.
  ✓ To follow all policies and procedures as outlines in the Staff Handbook.
  ✓ To be available to work JCC Vacation Camp when school is not in session.
  ✓ Oversees any staff members assigned to the Pre-K/Kindergarten area.
  ✓ Assists with interview process for new Pre-K counselor candidates.
  ✓ Help students acquire new or improved program skills.
  ✓ Attend all scheduled conferences, trainings and meetings during afterschool and/or after regular daily afterschool hours.
  ✓ Assume tasks in a mature manner and work with students in a warm and sensitive way, following the program schedule.
  ✓ Assist with inventory of equipment at beginning and end of the school year.
  ✓ Bring any concerns about students and staff to Director of Youth Services.

Office/Technical Responsibilities

- Job Knowledge, Skills and Abilities

  ✓ Current CPR and first aid certification preferred
  ✓ MAT certification preferred
  ✓ Must be at least 18 years old

- Education and Experience:

  ✓ Associate’s Degree in Early Childhood or Child Development preferred or at least 9 college credits in Early Childhood or Child Development with a plan leading to a Child Development Associate is required
✓ Previous experience with children required (minimum 2 years)
✓ Previous supervisory experience preferred (minimum 2 years)

- **Working Environment:**

  ✓ Able to work indoors and outdoors, in and around a school, and at offsite locations for field trips that occur indoors and outdoors, etc.
  ✓ Assist Site Director with inspection of program area and equipment for safety concerns.

- **Physical Demands:**

  ✓ Will include moving/lifting tables, boxes, groceries, other program equipment, etc.

- **Other**

  ✓ Assist with fundraising events as needed
  ✓ Spearhead or assist on special projects as may be assigned
  ✓ Perform other duties as assigned

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**How to Apply**

Submit resumes and three letters of reference to AndrewK@albanyjcc.org