

## **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

### **How to Apply**

Submit resumes and three letters of reference to [AndrewK@albanyjcc.org](mailto:AndrewK@albanyjcc.org)