



**Reid Temple Christian Academy  
Aftercare Program Associate  
Job Description**

**Summary:** The Aftercare Program Associate is tasked with assisting in the supervision and instruction of school children; providing age-appropriate activities; and assisting students with homework as may be needed.

**Key Responsibilities:**

- Coordinate program activities (e.g. games, art, music, homework, etc.) to address the individual and/or group needs of children.
- Evaluate situations (e.g. disciplinary problems, hazardous conditions, etc.) to take essential action and/or direct to appropriate personnel for resolution.
- Interact with children in various activities (e.g. snack time, group or individual play, homework help, outdoor play, etc.) to provide a safe and positive learning environment.
- Participate in staff meetings and appropriate training as needed.
- Communicate effectively and professionally with staff members, students, parents, administrators, and other key stakeholders.
- Keep daily attendance for student safety and proper record-keeping.
- Set up after care center activities (e.g. games, art projects, etc.) to provide for adequate preparation for activities.
- Maintain an orderly and tidy environment to keep the rooms clean and prepared for the next occupant to use.
- Ensure adherence to good safety standards.
- Model and maintain high ethical standards.
- Administer first aid to children as may be required for meeting immediate health care needs.
- Assist other personnel as may be required to support them in the completion of their work activities.

**Qualifications/Requirements:**

- High School Diploma or Equivalent (Associate degree or Higher preferred)
- Must be at least 18 years old
- Commitment to serve the children and provide an environment that is safe and conducive for learning.
- Some knowledge of the teaching/learning process in child development.
- Ability to exercise control and maintain classroom discipline.
- Excellent oral, written, and human relations skills.

***\*\*\* Applicants who hold certification in CPR and 90 Hr. Child Development Associate Certificate (CDA) will receive priority consideration; all applicants must pass a MD State and FBI background clearance.***