



After School Care “The Owl’s Nest” Lead

Starting Wage: \$14.50/hr

Part-Time

Summary

Work and play with children ages 5 to 13! We are seeking caring and compassionate applicants to assist in our before and after school care program who are interested in leading games and activities with children, helping them get their homework started for the day, feed them breakfast and snacks, and have a great time.

Aspen Ridge Preparatory School, located in beautiful Erie, Colorado, is an accredited K-8 Core Knowledge Charter School in the St. Vrain Valley School District. As a very affordable service to our families, we offer care for students both before and after school hours during the following times:

Before School - 6:30am to 8am

After School - 3:30pm to 6pm

Program staff will need to be available for at least 3 afternoon shifts per week, though some flexibility in scheduling is available. **Morning shifts are also available!** This is a great way to accumulate child care experience hours if you are interested in becoming a program director in any licensed child care facility!

Duties and Responsibilities

- Welcoming students as they arrive
- Communicating program processes, payments, and student concerns with parents
- Making simple breakfast and snacks
- Supervising students to make sure they are safe at all times
- Leading games and activities
- Supervising and assisting with homework during after care hours
- Observing safe playground practices during outside play
- Checking students in and out using the Sandbox computer system
- Assisting non-lead counselors
- Other duties as assigned by Program Director

Job Requirements

- Punctuality and reliability are essential in caring for children
- Training classes for the necessary certifications will be provided by the school and must be completed in a timely manner.

It is the policy of Aspen Ridge Preparatory School not to discriminate against employees or applicants for employment on the basis of race, color, religion, sex, national origin, marital status, age, or handicap. These policies apply to recruitment, employment, transfers and reassignments, compensation, and other conditions of employment.

Qualifications

- Child Care Lead validation required (proof of 480+ hours of prior child care experience already completed)
- 18 years of age or older
- No criminal history involving children

Reporting Structure

Before and After School Counselors and Leads report to the Program Director.

Physical Requirements

Counselors must have the reasonable physical ability to meet the duties, responsibilities, and job requirements listed above.

It is the policy of Aspen Ridge Preparatory School not to discriminate against employees or applicants for employment on the basis of race, color, religion, sex, national origin, marital status, age, or handicap. These policies apply to recruitment, employment, transfers and reassignments, compensation, and other conditions of employment.