



PROGRAM ASSISTANT

Works with children in an AYS before and after school program in compliance with NSACA Standards for School-Age Care and AYS policies and procedures. Plans and executes appropriate activities for children each week. Works unassisted with a group of children. Monitors playground, gym and any other areas where the children may be. Works cooperatively with staff members, parents and children. Participates in training including CPR and First Aid. Assists in fee collections, goal setting and planning for the program. Participates in the weekly job rotation of duties, including, but not limited to snack preparation, sign-in procedures, clean up, bathroom monitoring, equipment maintenance, etc., Maintains a professional working relationship with school/church staff. Duties and responsibilities may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. This is an hourly full time or part time position. Degree preferred, but not required.

Essential Functions

1. Maintain and follow NSACA Standards/AYS policies and procedures.

- A. Report to work daily, on time and ready to work.
- B. Work unassisted with groups of children on homework, projects, cooperative games, and other activities as directed.
- C. Participate in weekly staff meetings, submitting ideas and directions for activities and snacks for the program.
- D. Assist in implementing required curriculum components in the program.
- E. Implement and follow the NSACA Standards for Quality School-Age care. Follow Standards at all times in the program.
- F. Work cooperatively with all team members. Leave personal issues/problems at home.
- G. Communicate effectively in listening, writing, and speaking with team members, parents, school/church staff and the children..
- H. Represent AYS in a positive way to parents and children, staff and school/church personnel.
- I. Evaluate the effectiveness of the planned activities and program.
- J. Ensure that childcare routines are carried out in a manner that is prompt, hygienic and consistent with good child development principles. This includes routines related to bathroom use, hand washing, snack preparation, eating habits, transitions between activities, cleaning the area etc.
- K. Follow all AYS policies and procedures as directed in the Personnel Brochure and Directors Manual.
- L. Be flexible.

2. Attend/Present training sessions in the Professional Development Center.

- A. Attend a minimum of 40 training hours per year through the Professional Development Center, continuing education classes, or other approved training courses.
- B. Develop and present training classes to AYS, Inc. staff as well as community professionals.

3. Physical requirements:

- A. Employees may be working with children with special needs and must be able to lift the child in case of an emergency, diaper change or other need. Staff must be able to lift a child weighing at least 50 lbs.
- B. Employees must be able to carry or cart supplies from one room to another to set up the program on a daily basis.
- C. Staff must be able to move tables and/or chairs as needed.
- D. Staff must be able to stand or walk for extended periods of time in order to monitor the children and their activities.
- E. Staff cannot sit while on playground or gym duty.

4. Training requirements:

- A. All basic training classes must be completed within the first 90 days of employment or within the first 90 days of each school year. For continued employment with AYS, Inc., employees must meet this requirement.