



Job Description for Afterschool/Summer Camp Staff

PRIMARY PURPOSE: To carry out the mission of Triad Baptist Christian Academy by providing a classroom environment which promotes physical, social, emotional, spiritual and intellectual development. To motivate students to develop skills, Christ-like behaviors and social skills necessary for growth; to establish good relationships with parents and other staff members; and to stay current with best practices in early childhood education which is relevant to the age group being taught.

QUALIFICATIONS

- Must be at least 16 years of age.
- High School Graduate or GED or a current high school student.
- Prior experience in regulated child care facility or children's church ministry or related area preferred.
- Communicate effectively, both orally and written.
- Ability to understand and follow specific instructions and procedures.
- Must be an active member of a local church whose doctrinal beliefs and practices are in agreement with the TBCA Statement of Faith.
- Genuine love for and desire to work with parents and their children.
- Enthusiasm, Initiative, Foresight.
- Team Player, ability to work well with others.
- Ability to understand and follow specific instructions and procedures.
- Communicate effectively, both orally and in writing.
- Child supervision skills.
- Ability to provide age-appropriate care.

SUPERVISOR: Preschool & Afterschool Director and Assistant Director.

EXPECTED CONDUCT

- Maintains a close personal walk with the Lord evidenced by his/her example and spiritual leadership among peers and with students serving as a Christian role model.
- Conduct self in a professional manner at all times. Conduct self in word, deed, and attitude that are consistent with the current mission, philosophy, and goals of the school.
- All information regarding staff, children, and their families shall be kept strictly confidential.
- Maintains a professional image, and a neat and well-groomed appearance; wears a staff school badge.
- Report absence due to illness and emergencies to the Assistant Director of After School/Summer Camp.
- Schedule vacation days in advance so that adequate backup and supervision can be made available.
- Follow all policies and procedures of Triad Baptist Christian Academy.
- Serve in the ministry as a team player striving for unity in spirit and action.
- Speak with a united voice in support of final decisions made in the best interest of the school and its programming regardless of differences of opinion.
- Handle conflicts by prayerfully seeking a solution, speaking directly to others involved with understanding and mutual respect, and not participating in gossip or public criticism of people, programs, or policies.
- Maintains professional conduct and attitude when interacting with children, parents, coworkers, church staff, church membership, visitors, and the community at large.

- Observes the Matthew 18 principle in conflict resolution. Avoids a negative critical spirit. Take problems to the appropriate administrator as necessary.

CERTIFICATIONS

- CPR.
- First Aid.
- BSAC.
- Playground Safety Training.
- Fire Safety Training.
- Intruder Training.

SPECIFIC RESPONSIBILITIES

Include, but are not limited to the following:

- Greet children and parents, observing their general health and well-being.
- Assume responsibility for the health, safety and welfare of all children enrolled in the center, never leaving any child unattended.
- Assist coordinators in the implementation of weekly and daily activities.
- Assist and participate alongside the children during snacks and meal times exemplifying good manners and nutrition.
- Supervise activities as an active participant and not from the sidelines, including playground, guests, and on field trips, etc.
- Maintain a clean, neat and organized center adhering to inspection guidelines
- Utilize and maintain resources with respect, care and stewardship.
- Maintain open lines of communication with all staff members and parents; Relay information regarding classroom management, discipline, parent interaction, etc on a daily basis.
- Maintain the highest level of confidentiality with all matters at all times.

PHYSICAL DEMANDS

- Able to lift an average weight of 30 pounds from the floor to waist high.
- Able to interact (stoop, bend, crouch, lift, hold) on child's level.
- Able to handle in a positive and productive way the stress, tension, noise, and interpersonal conflicts that can arise when dealing with both adults and children.
- Able to physically and mentally react immediately to unexpected circumstances.
- Able to stand on feet for long periods of time, as much as 95% of the shift.

I have read and understand the expectations required of me as an employee of Triad Baptist Christian academy. I agree to strive to achieve these requirements with diligence, initiative and enthusiasm.

Employee signature: _____

Date: _____

Revised 1/26/2024