

**AFTER SCHOOL CHILD-CARE POSITION  
AFTERCARE ASSISTANT  
PS#1 Elementary School  
2010-2011**

**Position begins in last week of August, 2010  
Regular Hours: 2:30 – 6:00 P.M. Mondays thru Fridays,  
except Tuesdays which operate from 1:30-6:00 P.M.**

**DESCRIPTION OF PROGRAM:** PS#1 Elementary School is a small, non-profit independent school in Santa Monica with an enrollment of 200 children from five to twelve years old. The Aftercare Program includes all these ages together in a group of up to 60 children. Parents enroll their children on a regular basis or use it on a drop-in basis, so the daily attendance varies.

**MAJOR RESPONSIBILITIES for CHILD-CARE ASSISTANTS:** Three assistants work as a team with the Director of the After Care Program, creating daily activities and maintaining supervision. They must have skills in communication with small children through pre-teens; make decisions confidently and plan ahead creatively; lead crafts, sports and games, literature, cooking, dramatic play and nature study; help children become more skilled in problem solving.

**SKILLS, KNOWLEDGE, AND ABILITIES NEEDED:** An Aftercare Assistant should be skilled in communication with children of all ages in the program, a good listener, a clear speaker, and knowledgeable about facilitating independent learning. An understanding of the physical, emotional, and developmental growth of young children is essential in this work, as is a patient nature and a good sense of humor.

**QUALIFICATIONS:** Previous experience in either teaching or child-care with young children is a must. Previous course work in child development or current enrollment in course work is desired. Strong interpersonal skills, stamina, a love of children, and a desire to improve skills are required. Some computer skills are necessary. References are required.

Hourly salary may be adjusted based on experience. Contract may include pre-service, training and/or occasional extended day and evening assignments. PS#1 is an Equal Opportunity Employer.

It is suggested that you visit our website to learn more of PS#1's mission and programs.

An application form is available on our website at [www.psone.org](http://www.psone.org).

Please send resume with completed application as soon as possible to

Attn: Curriculum Coordinator

via fax, mail, or email to [employment@psone.org](mailto:employment@psone.org)

NO PHONE CALLS PLEASE.