

**PS1 PLURALISTIC SCHOOL
AFTERSCHOOL CHILDCARE POSITION
AFTERCARE ASSISTANT 2023-24**

Term of Position: late August 2023 through mid-June 2024
Regular Hours: Mondays through Fridays from 2:30–6:00 PM
(Tuesdays from 1:30)

DESCRIPTION OF PROGRAM: PS1 Pluralistic School is a small, non-profit, independent school in Santa Monica with an enrollment of 210 students from five to twelve years old. The Aftercare Program includes all these ages together in a group of up to 75 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 CHILDCARE ASSISTANTS: Three assistants work as a team along with the Director of the Aftercare Program, creating engaging daily activities. An essential part of the job is interacting with and supervising children. Each must have Respectful and kind communication with small children through pre-teens are a must. Aftercare assistants make decisions confidently and plan ahead creatively; lead crafts, non-competitive sports and games, literature, cooking, dramatic play and nature study; and 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. Patience and good sense of humor are required. An interest in the physical, emotional, and developmental growth of young children is essential.

QUALIFICATIONS: Prior 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 and respect for children, 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. PS1 is an Equal Opportunity Employer.

It is suggested that you visit our website to learn more of PS1's mission and programs.

An application form is available on our website at www.psone.org.

Send cover letter and resume with completed PS1 application form as soon as possible to Attn: Program Administrator

via fax to (310) 395-1093, USPS mail, or email to employment@psone.org.

NO PHONE CALLS PLEASE.