

# Kids Club Job Description

## Olympia Community School After School/Before School Club Provider

### Job Description

The After/Before School Club Coordinator plays an important role in our school's community by providing activities and supervised play for students before and after the school day. This person is responsible for independently planning, preparing, and implementing a suitable program of imaginative and innovative activities suitable to the needs and interests of children ages 4-10 and in alignment with the Olympia Community School philosophies.

#### Work hours:

- Before School Club- 7:30- 9:00 am (M-F)
- After School Club- 2:45-5:45 pm (M-F)
- Opportunity to work extended hours during conferences, teacher preparation days, or a substitute for other staff (lunch monitors, etc.)
- Available for providing care or camps during school breaks (winter, midwinter, spring)

#### Job Duties:

- Plan activities and actively engage with students during club hours
- Ensure smooth transitions between classrooms and club programs
- Maintain accurate attendance and other relevant records.
- Communicate openly and respectfully with parents and teachers regarding before/after school club.
- Create and maintain clean and orderly classroom spaces
- Taking reasonable care for the health and safety of club members. Becoming familiar with the Olympia Community School first aid and emergency guidelines.
- Maintain a working knowledge of Olympia Community School policies and procedures:
  - Emergency and evacuation procedures
  - Proper documentation of children's injuries
  - Location and use of first aid kit

#### Key Skills and Abilities:

- Experience working with children ages 4-10.
- Knowledge and understanding of child development.
- Interest in becoming part of an alternative education program and community.

- Willingness to become familiar with and align program with Olympia Community School philosophies.
- First Aid/CPR Certified by date of hire.
- Ability to meet needs of diverse group of multi-aged students.
- Ability to plan and facilitate safe, creative and energetic play.
- Ability to communicate effectively with teachers, parents, children, and the board of directors.
- Self-motivated and energetic
- Willingness to provide outdoor time regardless of weather.
- Responsible and timely.
- Familiarity with non-violent communication strategies

## Compensation

Hourly starting at \$14 hr. D.O.E (no additional benefits)

## To apply

Applications will be reviewed beginning August 15, 2018 and will continue on a rolling basis until the position is filled. Send a letter of interest, your resume, and a list of three references, to [hiring@olyedu.org](mailto: hiring@olyedu.org).

## About the Olympia Community School

Established in 1973, the Olympia Community School provides quality elementary education that inspires, motivates, and challenges students. We empower children to reach their potential by nurturing their natural curiosity and desire to learn, their belief in themselves, and their ability to participate fully in their community with respect for self, others, and the earth. To learn more, visit our website; <http://www.olympiacommunityschool.org>.