

## Childcare Assistant

### Part-Time

The Just Kids school-age child care is provided by Archway Programs in cooperation with the Superintendents and the Boards of Education in fourteen school districts in South Jersey. Archway has over 20 years of experience providing JUST KIDS in over 30 schools in Camden, Gloucester and Salem.

**Archway Programs is seeking Part-Time Childcare Assistant for our Just Kids Program in the following districts: Collingswood, East Greenwich, and Washington Township to work to provide an enriching and safe environment for children in before and after school childcare. The Assistant provides continual supervision, direction, and guidance of children in the program, under the direction of the site Supervisor.**

#### **Responsibilities include:**

- Supervise and provide guidance to children at all times under the direction and training of the Supervisor.
- Have knowledge of all required paperwork, plans for daily activities, and daily overall operation of a program in order to run the program in the absence of the supervisor.
- Assist in the development of program activities and monthly activity calendar.
- Assist with daily record keeping of attendance and on-going knowledge of the number of students in the program at all times (including when transitioning from activity to activity).
- Communicate all concerns to supervisor before any discussion occurs with parent over a problem regarding a child.
- Complete all required training including but not limited to monthly meetings, CPR/first aid, self-study curriculum, Archway Orientation and summer training meetings.
- Actively listen to children.
- Demonstrate positive interaction with both individual and groups of children.
- Maintain a professional attitude and demeanor with children, parents, and school personnel at all times.
- Maintain orderliness to the program including supplies, equipment, cabinets, rugs, shelves and all allocated space.
- Participate in client activities as leader at all times; including direct involvement or oversight of games, crafts, homework assistance, etc.
- Ensure the safety of all children through direct supervision and intervention of unsafe behavior of children or disobedience of rules.
- Participate in setting up the room space with activity centers both am and pm reflecting the mission and goals of Just Kids.
- Substitute as needed in other Just Kids Programs as needed.
- Actively greet parents and retain positive relationships with all parents.
- Uphold Archway Program Code's of Ethics.
- Attend scheduled work hours 15 minutes prior to beginning of program session.
- Have working knowledge to utilize the cell phone and pager effectively.
- Dress in accordance to Just Kids dress code to project professionalism and ensure safety.
- Act as role model to children at all times, keeping a positive approach to all situations.

- Interact and respond to children’s behavior individually taking into consideration their personal age appropriate and developmental differences.
- Follow the Disciplinary Policy including the use of positive discipline techniques, praising positive social skills and behavior, and utilize punitive measures only as needed.
- Retain confidentiality of client information or program incidents.
- Work as a team member in facilitating activities, snack distribution, and setup and cleanup.
- Have knowledge of and follow all guidelines set forth in the Just Kids Policy manual, Bureau of Licensing Manual, and by the Supervisor and District Manager.
- Follow all health and safety procedures including hand washing for self and children.
- Visually sweep space prior to children entering including the bathrooms and playground.
- Provide first aide / CPR as trained to a child as needed.
- Keep District Manager and Supervisor apprised regularly of program operation and any questions or concerns that arise.
- Ensure documentation and communication of requested or emergency days off to district manager and supervisor are in compliance with personnel policies (ie notification on request forms, call out by 6:00 AM or 1PM).
- When your children attend Just Kids, make sure this responsibility does not interfere with job responsibilities.
- Perform all other miscellaneous duties as assigned.

**Requirements:**

- Must be 16 years of age or older.
- High School diploma and experience with school age children preferred.

**Contact Information:**

If interested please contact Lorin Powell at (856) 767-5757 ext.509 or e-mail resume to [lorin.powell@archwayprograms.org](mailto:lorin.powell@archwayprograms.org)

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