



JOB DESCRIPTION

Position Title Adventures 4 Kids - Assistant	Incumbent(s)
Department Student Life	Reports to: Adventures 4 Kids-Supervisor
Position Overview Aftercare Assistant works with the Supervisor in the care of students after school	
Key Responsibilities	
<p>Spiritual Commitment and Growth</p> <ul style="list-style-type: none"> • Commits to personally studying God’s Word fervently. • Displays application of biblical truths. • Maintains a commitment to the school’s Statement of Faith. • Demonstrates a living, growing faith in Jesus Christ and a spiritual role model for students. • Models the fruits of the Spirit in interactions with others. • Filters instruction through a biblical worldview and integrates faith and learning. 	
<p>Environment</p> <ul style="list-style-type: none"> • Maintains an environment that is appropriate to the physical, social and emotional development of students. • Recognize and reinforce positive behavior in students. • Instructs and monitors students in the use and care of equipment and materials in order to prevent injury and damage. 	
<p>Professional Responsibilities</p> <p>Monday-Friday 2:00-4:00pm unless the ratio is below 15 students to 1 Teacher</p> <ul style="list-style-type: none"> • Helps to set up aftercare program materials • Takes children outside to play following Legacy weather policy • Reports to Supervisor any campus safety, health and maintenance needs that are observed • Report to the Supervisor in a timely manner if unable to fulfill any assigned duty-will find your own substitute • Know the procedures for dealing with emergency situations. • Performs other duties as needed and requested. • Maintains confidentiality in all matters of sensitivity • Observes the Matthew 18 principle in conflict resolution. Avoids a negative, critical spirit and takes problems to appropriate supervisor as necessary. 	



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Education/Experience/Licensing/Certification

- Possess a high school diploma or a GED equivalent
- Experience working with children
- First Aid Training

Interpersonal Effectiveness

- Professional, approachable, friendly
- Respectful of others
- High level of integrity
- Efficient and well organized
- Patient and calm demeanor under pressure

Working Conditions and Physical Requirements

- Indoor and outdoor environment
- Hearing and speaking to exchange information
- Seeing to read and verify accuracy of information
- Standing and walking for extended periods of time
- Dexterity of hands and fingers to operate computer and other equipment
- Ability to navigate up to three flights of stairs
- Lifting a minimum of 20 pounds

This job description lists the major duties and requirements of the position and is not all-inclusive. Colleagues may be expected to perform job-related duties other than those contained in this document.