



Job Description

Position Title: After the Bell Associate

Purpose of Position

The After the Bell Associate is responsible for fulfilling the mission of Des Moines Christian School by providing a safe, loving environment for children who are in our after school care program.

Position:

- Part-time
- Hourly

Reports To: School Age Program Coordinator

Qualifications:

- Minimum age 18
- In agreement with the DMCS Statement of Faith
- Active member/regular attendee of Bible-believing church and committed to growth in their personal relationship with Jesus Christ.
- Relates well to children at all grade levels in a positive and nurturing manner.
- Experience working with children preferred.
- Must be able to pass child abuse and background check.
- Various training prior to or able to obtain after hire: First Aid/CPR, Mandatory Child Abuse Reporting, Universal Precautions, Child Care Essential Pre-Service Training.
- Must be physically able to lift a minimum of 25 pounds, and work indoors or outdoors.
- Must be able to assume postures in low levels to allow physical and visual contact with children, see and hear well enough to keep children safe, and engage in physical activity with children.

Professional Profile:

- Demonstrated commitment to the mission of DMCS: *Equipping minds and nurturing hearts to impact the world for Christ.*
- Characterized with integrity and maintains confidentiality
- Utilizes critical thinking and problem-solving skills.
- Demonstrates excellence in communication.
- Uses good judgment.
- Keeps children as the primary focus.
- Demonstrates consistent spiritual leadership.
- Demonstrated ability to work collaboratively as a team.
- Pursues continuing education as required by the Department of Human Services.
- Maintains a high level of attendance and is punctual.

Responsibilities:

- Supervises children and is mindful of their safety at all times.
- Engages children in interactive activities including organized arts and crafts, singing, sports activities, games and field trips while maintaining a safe environment.
- Partners with other staff to lead and organize games, projects and other activities.
- Demonstrates a customer service focus through a display of courtesy, service, cooperation, hospitality, sensitivity, and professionalism to internal and external customers
- Serves as a positive role model for all children.

Responsibilities continued

- Establishes a professional relationship with parents.
- Assists with preparation for After School Program and clean up afterward.
- Circulates among the children and is alert to their needs.
- Maintains a clean, orderly and safe space for children.
- Ensures that first aid is given to all children in need.
- Greets parents and children at drop-off and pick-up time.
- Cleans tables before and after food is served.
- Communicates with School Age Program Coordinator as needed on any child safety or discipline issues.
- Attends required staff meetings.
- Performs all other duties as assigned.



Revision Date: 4/2022
