



Saint Andrew

Anchored in Faith  Catholic Church and School

Assistant Tackle Box Child Care Provider Job Description

Position Title: Assistant Tackle Box Child Care Provider

Date: July 1, 2022

FLSA: Non-Exempt/Staff
Part-time as scheduled
Does not qualify for Benefits

Reports to: Tackle Box Program Director.

Receives Direction from: Tackle Box Program Director, Principal and Parish Business Administrator

Job Summary:

With the Saint Andrew Catholic School Mission Statement in mind: *Saint Andrew Catholic School's commitment to academic excellence is matched by our commitment to instill the spiritual values and social teachings of the Catholic Church. Through this combination, we strive to produce great leaders and great citizens. We work to help our students encounter all the gifts God has given them and help them recognize their responsibility to use them not only for their own good, but also for the benefit of others,* be responsible for general supervision and management of Saint Andrew Catholic School students enrolled in before or after school care program. Responsibilities also include the planning, execution and implementation of daily activities and maintaining a safe environment at all times for all children.

All employees of the church and school are employees of the Church of Saint Andrew. Employment in and by the Catholic Church is substantially different from secular employment. Catholic Church employees must conduct themselves in a manner, which is consistent with and supportive of the mission and purpose of the Catholic Church. Their public behavior must not violate the faith, morals, or laws of the Catholic Church, such that it can embarrass the Church or give rise to scandal.

Representative Duties and Responsibilities

1. Assist in planning and implementation of daily program.
2. Supervise all activities to ensure safety at all times.
3. Maintain a professional attitude and be a positive role model for children.
4. Attend staff meetings and training programs.
5. Help in maintaining neat and organized learning and play areas.

The responsibilities listed above are considered essential functions of the job. They are representative of the position and not all-inclusive. More detailed listings of the duties and tasks are outlined in supplemental documents, including but not limited to policy handbooks, codes of conduct, Church procedures, etc.

Qualifications:

1. Must be age 16 or older. If over 18, ability to pass background check and complete Safe Environment training.
2. First- Aid certified is preferred.
3. Must be able to work daily from 2:30-6:30 or other shifts scheduled, which could include all day in the summer.
4. Mature individual who relates well to children and their families.
5. Ability and desire to work as a team player with Saint Andrew Catholic School faculty/staff and Parish staff.
6. Must be an active, practicing Catholic and in good standing with the church..

Skills

1. Ability to develop rapport with children, parents, and co-workers.
2. Strong leadership qualities and skills.
3. Strong management skills with groups of children.
4. Effective communication skills.
5. Ability to conform to an established work schedule.
6. Ability to understand and follow directions.
7. Ability to exercise tact, discretion and confidentiality.

Physical Requirements

1. Lift up to 40 lbs.
2. Repetitive bending, stretching, stooping.
3. Ability to climb up and down steps or ladders.
4. Work with the children on the floor.
5. Work outdoors in a variety of weather.
6. Perform light duty cleaning.
7. Light typing and word processing.

I have reviewed and understand this job description, agree it is an accurate representation of the responsibilities of my job, and understand that it is subject to change according to the needs of Saint Andrew Catholic Church and School.

Incumbent Signature _____ Date _____

Administration Signature _____ Date _____