



JOB DESCRIPTION

JOB TITLE

Kids Care Worker Assistant

FTE/HOUR ALLOTMENT

10-30 hours per week

REPORTING STRUCTURE

Reports to: In-Person Summer Kids Care Coordinator

MISSION ALIGNMENT

Our Mission: To grow environmentally literate, community-impacting learners of excellence.

Our Vision: CCS strives to be a school where students build meaningful connections with each other, the community, and the environment through exceptional and relevant learning experiences.

DEPARTMENT/PROGRAM

In-Person Program

JOB SUMMARY/PURPOSE

The Summer Kids Care Worker Assistant is responsible for assisting in the overall implementation of a safe, engaging, and enriching summer/after-school program for children of school age. This includes overseeing a variety of activities that promote the academic, social, emotional, and physical development of students beyond regular school hours. The Kids Care worker assistant will work collaboratively with the program coordinator and other workers to ensure the program meets the needs and interests of the students and aligns with the organization's mission and educational goals.

STRATEGIC ALIGNMENT & EXPERIENCE IMPACT

This position supports our strategic directions and contributes to creating positive daily experiences by:

- **For Students:**
 - Supporting students to feel appreciated, understood, cared for, and included
 - Providing relevant, engaging learning opportunities aligned with student interests
 - Creating hands-on, interactive learning experiences, including outdoor education
- **For Staff & Community:**
 - Fostering a collaborative, supportive work environment
 - Ensuring effective communication with families and community members
 - Supporting the overall operations and systems of the school

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties and Responsibilities:

- **Program Implementation Assistance:**
 - Assist in implementing age-appropriate activities and curriculum for the after-school program, including academic support, recreational activities, arts and crafts, and other enrichment activities..
 - Maintain an inviting, safe, orderly, and engaging environment for students.
- **Student Engagement and Supervision:**
 - Assist in supervision and ensure the safety of all students in the program.
 - Foster a positive and inclusive environment that encourages student participation and interaction.
 - Promote positive behavior and conflict resolution among students.
 - Provide homework assistance and tutoring as needed.
- **Staff Development (if applicable):**
 - Work together on tasks and provide guidance to staff members, fostering teamwork and professional growth.
 - Participate in regular staff meetings and professional development sessions to maintain excellence.
- **Administrative and Reporting:**

- Assist in maintaining accurate records, including student attendance, enrollment, and progress reports.
- Be a good steward of the program's resources.
- As is appropriate, maintain proper paperwork, including time sheets, attendance sheets, leave request forms, and accident/injury forms.
- **Communication and Community Relations:**
 - Establish and maintain clear and consistent communication with the Kids Care coordinator
 - Share program updates and information with parents through various channels, such as newsletters and digital platforms, as appropriate
 - Promote and support the program within the school and local community.

CORE VALUES DEMONSTRATED IN THIS ROLE

This position demonstrates our core values through:

- **Respect:** of students, families, and staff
- **Excellence:** safe, secure, and exciting programming
- **Learning:** supplemental learning from the day
- **Integrity:** doing the right thing
- **Community:** assist with community family childcare needs

REQUIRED QUALIFICATIONS

- **Education:** All Education Levels accepted
- **Experience:** experience working with children
- **Personal attributes:**
 - Commitment to environmental education and community impact
 - Excellent communication and relationship-building skills
 - Organized, patient, and kind

PREFERRED QUALIFICATIONS

- CPR, First Aid(or ability to obtain within a specified timeframe)
- Prior experience working with youth (preferred).
- Strong organizational and time-management skills.
- Excellent written and verbal communication and interpersonal skills.
- Knowledge of child and adolescent development principles.
- Ability to work effectively with diverse populations and foster an inclusive environment.
- Must pass required background checks and screenings.

WORKING CONDITIONS

In-person position - inside and outside the school building

DISCLAIMER

This position description accurately reflects the primary duties, responsibilities, and requirements of the role. It does not exclude other assigned duties not mentioned above. CCS is an equal opportunity employer committed to building an inclusive community of educators.

TERMS OF EMPLOYMENT

- **Agreement:** Summer
 - **Schedule:** 7:30-5:30 daily, dependent upon scheduled time.
 - **Position Type:** In Person
 - **Technology Requirements:** as needed
 - **Meeting Requirements:** participate and attend meetings with workers as needed
 - **Delegation Structure:** Summer Kids Care Coordinator
 - **Salary Range:** \$20.61 hour
 - **Benefits:** no benefits
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- If interested, please send a resume and letter of interest to hire@crosslakekids.org.

APPROVAL SIGNATURES

Position Description Creator: _____ Date: _____

Immediate Supervisor Approval: _____ Date: _____

Human Resources Review: _____ Date: _____

Board Approved _____ Date: _____