



<b>JOB DESCRIPTION</b>	
<b>Position Title:</b>	AfterSchool Recreation Program Aide
<b>Supervisor:</b>	AfterSchool Recreation Coordinator and Director of Teaching and Learning
<b>Classification:</b>	<b>Part-time, Non-Exempt /10 month</b>
<b>Department:</b>	<b>Staff</b>

**POSITION SCOPE:** The AfterSchool Recreation Program Aide is responsible for monitoring and supporting elementary students grades PreK-6 in after care programming and for the development and implementation of fun activities for their learning and growth. **This is a part-time position of approximately 18-20 hours per week.**

**ESSENTIAL DUTIES:**

- Engage students in activities that promote social and emotional learning, intellectual and physical development
- Ensure the safety and wellbeing of all students while on the outdoor yard or inside the classrooms.
- Develop mini-lessons for Recreation rotations that are fun and engaging, such as arts and crafts, yoga, improvisation, and games.
- Ensure that the Recreation program is inclusive of DHH students
- Report and document incidents of conflict or injury/illness to the Director and Coordinator as appropriate
- Collaborate with the team and use creativity to design monthly Recreation program special spirit days and activities
- Monitor and support our older students during study hall to complete their homework and practice reading, writing and math skills
- Oversee the sign-in and sign-out process with our families and answer phone calls and emails about the program.
- Communicate with our Recreation program families as needed.

Other duties as assigned by the AfterSchool Recreation Program Coordinator

**PREREQUISITE KNOWLEDGE, SKILLS, AND EDUCATION:**

- AA or Bachelor's degree recommended
- Knowledge of child development
- Ability to support students to develop and grow their social emotional skills, such as cooperation, collaboration, friendship, kindness, fairness, and respect.
- Prior experience working with elementary school children
- Ability to work and communicate effectively and cohesively in a team situation
- Adaptability to changing situations

- Strong written and verbal communication skills
- Proficiency with Mac computers, standard office computer programs and internet use

**PHYSICAL AND MENTAL REQUIREMENTS:**

- Standing and sitting for extended periods of time
- Ability to squat, bend and reach safely
- Lifting up to 30 pounds
- Ability to work outdoors with no temperature control
- Correctable vision and hearing.

**This job description is not intended to be all-inclusive and the employee may also be asked to perform other reasonably related job duties as assigned by their immediate supervisor and other school administration as required. All employees may be required to perform duties outside of their normal responsibilities from time to time as needed. Echo Horizon School reserves the right to revise or change duties as the need arises. This job description does not constitute a written or implied contract of employment.**

Echo Horizon School is proud to be an Equal Opportunity Employer. We do not discriminate on the basis of race, color, ancestry, national origin, religion or religious creed, mental or physical disability, medical condition, genetic information, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, gender expression, age, marital status, military or veteran status, citizenship, or other characteristics protected by state or federal law or local ordinance.

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I have read and understand the expectations outlined in this job description in its entirety. I will abide by the job description and its expectations. I understand the physical demands of my job and I understand the work environment of my job.

Employee:	Date:
Supervisor:	Date:
Human Resources:	Date:

\*Please send a resume and letter of interest to [careers@echohorizon.org](mailto:careers@echohorizon.org)