



JOB DESCRIPTION

Position Title:	AfterSchool Recreation Program Aide
Supervisor:	AfterSchool Recreation Manager and Head of School
Revision Date:	6/9/25
Classification:	Non-Exempt /10 month Part-Time
Department:	Staff

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.

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.
- 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
- Develop mini-lessons for Recreation rotations that are fun and engaging, such as arts and crafts, sports, and games.
- 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 Bachelors degree recommended
- Knowledge of child development
- 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
- 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.

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*Please send a resume, cover letter, employment application and teaching philosophy statement to: careers@echohorizon.org