



## Yinghua Care Staff

**Position Objective:** Assist Coordinate with fostering a safe and healthy social and educational environment that enriches the overall well-being of students

**Reports to:** After Care and Enrichment Coordinator

### **Essential Responsibilities:**

The after school/enrichment staff will assist the Coordinator in providing a well-structured after school program, which incorporates homework time, enrichment classes, a healthy snack and activity. Staff will help facilitate the parent sign-out process and provide program information such as class schedules and room assignments for enrichment courses and aftercare students as requested. Staff will also provide first aid accordingly, maintain student discipline as directed, and ensure all areas used for after school activities are clean and well-organized at the end of each day. Finally, staff will communicate promptly and regularly with the Coordinator as necessary regarding any student health and safety issues.

### **Experience:**

Previous experience working in a school setting with students KG – grade 8 is preferred. Applicant should have the ability to work 3:00 – 6:00, Monday - Friday during the Academic School Year. Position will frequently stoop, reach, stand, push, walk and may infrequently lift up to 50 lbs.

### **Salary/Benefits**

Part-time, hourly with pay range \$12.00 - \$12.50

### **How to Apply:**

Send resume with cover letter to Libby Pomroy, Extended Day Coordinator via email at [libby.pomroy@yinghuaacademy.org](mailto:libby.pomroy@yinghuaacademy.org)

**Yinghua Academy is an Equal Opportunity Employer**

