

After-School Aide Position Open San Pedro, CA

Are you interested in having a positive influence on the lives of children experiencing homelessness?

Do you have the skills and passion to create high-quality early childhood experiences for our youngest clients?

Our agency's mission is to provide emergency shelter, food, job placement, advocacy, transitional housing, childcare, and support services for the homeless and working poor. Our child care center provides a nurturing and emotionally secure environment to help children achieve their full potential and enable their parents to take steps toward self-sufficiency, knowing their children are in quality care.

Purpose of the Position: To plan and implement developmentally appropriate programming for children ages 5-18 years old while ensuring their safety and overall well-being.

Major Job Duties: The After-School Aide works under the supervision of the Director of Education and the Associate Director of Childcare. Job duties include, but are not limited to, the following:

- Supervise school children ages 5 to 18 years
- Responsible for maintaining accurate list of children in attendance
- Responsible for maintaining updated parent release forms for all children enrolled in the after-school program
- Assist in completion of daily homework and tutoring
- Responsible for developing daily curriculum for appropriate school-aged children
- Document all incident reports and report them to the proper authority
- Prepare and issue snacks to all children in attendance
- Complete and give daily statistical data to Director of Education
- Oversee video selection and operation of TV and VCR
- Supervise daily activities including, but not limited to, art, cooking, science, and outside play
- Clean up and close the program at the end of each day
- Responsible for guaranteeing that all children are signed out at the end of each day and picked up only by person(s) listed in their file
- Work part-time schedule
- Other duties as assigned

Preferred Requirements:

Child Development Certificate Preferred-12 units of Early Childhood Education Units

Excellent communication skills, both verbal and written

Minimum of 1-year experience working with children

Must be 18 years of age

Starting Hourly pay: \$10.00/hour

This is a Part-time position.

Required documents: Harbor Interfaith Employee Application, resume, and transcripts

Applications must be submitted by Friday, October 5th at 5:00 p.m.

Interested Applicants Should Email Resume to dir.edu@harborinterfaith.org or call Lindsey Evans at (310) 547-3762