



## After the Bell Associate - Job Description

### Purpose of Position

The After the Bell Associate is responsible for fulfilling the mission of Des Moines Christian School by providing a safe, loving environment for children who are in our after school care program.

### Position:

- Part-time
- Hourly

**Reports To:** Early Education Director

### Qualifications:

- Minimum age 18
- In agreement with the DMCS Statement of Faith
- Relates well to children at all grade levels in a positive and nurturing manner.
- Experience working with children preferred.
- Must be able to pass child abuse and background check.
- Various training prior to or able to obtain after hire: First Aid/CPR, Mandatory Child Abuse Reporting, Universal Precautions, Child Care Essential Pre-Service Training.
- Must be physically able to lift a minimum of 25 pounds, and work indoors or outdoors.
- Must be able to assume postures in low levels to allow physical and visual contact with children, see and hear well enough to keep children safe, and engage in physical activity with children.
- Professing believer in Jesus Christ as Lord and Savior and committed to growing in relationship with Him.
- In agreement with the Des Moines Christian School Statement of Faith.
- In agreement with the Des Moines Christian School Biblical Convictions for Christian Education.
- Regularly attends and is actively involved in a church that affirms historic Christian orthodoxy (doctrine, faith, teaching, practice), consistent with the DMCS Statement of Faith, through that church's public creed, confession, core beliefs, or statement of faith.

### Professional Profile:

- Demonstrated commitment to the mission of DMCS: *Equipping minds and nurturing hearts to impact the world for Christ.*
- Characterized with integrity and maintains confidentiality
- Utilizes critical thinking and problem-solving skills.
- Demonstrates excellence in communication.
- Uses good judgment.
- Keeps children as the primary focus.
- Demonstrates consistent spiritual leadership.
- Demonstrated ability to work collaboratively as a team.
- Pursues continuing education as required by the Department of Human Services.
- Maintains a high level of attendance and is punctual.



**Responsibilities:**

- Supervises children and is mindful of their safety at all times.
- Engages children in interactive activities including organized arts and crafts, singing, sports activities, games and field trips while maintaining a safe environment.
- Partners with other staff to lead and organize games, projects and other activities.
- Demonstrates a customer service focus through a display of courtesy, service, cooperation, hospitality, sensitivity, and professionalism to internal and external customers
- Serves as a positive role model for all children.
- Establishes a professional relationship with parents.
- Assists with preparation for After School Program and clean up afterward.
- Circulates among the children and is alert to their needs.
- Maintains a clean, orderly and safe space for children.
- Ensures that first aid is given to all children in need.
- Greets parents and children at drop-off and pick-up time.
- Cleans tables before and after food is served.
- Communicates with Team Leader other Early Education Leadership as needed on any child safety or discipline issues.
- Attends required staff meetings.
- Performs all other duties as assigned.