

---

# IMMACULATE CONCEPTION PARISH

---

## Employment Opportunity

**Date:** August 4, 2021

**Position:** School Age Childcare Assistant

**Reports to:** Director of School Age Childcare

**Deadline:** August 31, 2021

**Status:** Part-time

**Practicing Catholic:** Preferred

### Position Summary

Immaculate Conception Parish, Columbus, is a vibrant Catholic faith community of 1400 families, with a K-8 school, near The Ohio State University with a mission of leading people to Jesus. We are searching for a qualified individual to serve as the part-time School Age Childcare Assistant.

The primary role of this position is to assist the Director in all program activities.

**Essentials of the Position** The position is expected to use personal judgment in carrying out routine duties and responsibilities at the school.

### Job Responsibilities includes the following:

1. Provide support in all areas of the classroom maintaining a clean, safe, and cheerful environment.
2. Develop and maintain a positive relationship with administration, the students, their families, and volunteers; ensure that all feel welcome, and communicate with parents on a regular basis.
3. Assist in supervision of students, ensuring their safety, and providing a nurturing environment.
4. Assist students with homework if needed.
5. Serve snacks, eat and interact with students, serving as an appropriate role model to the students.

**Education:** High School degree or equivalent is preferred.

**Experience:** A minimum of one year of prior experience in a classroom setting is required. Computer experience is preferred.

**Job Related Skills:** Ability to communicate effectively and the understanding of the Catholic perspective; ability to multi-task and establish priorities; high level of integrity and professionalism; Ability to maintain flexible attitude and approach towards assignments and successfully operate under appropriate guidelines; light typing, filing and proof reading skills, excellent communication skills and knowledge of office equipment. Knowledge of Microsoft software applications (Microsoft Word, Microsoft Outlook, Excel, and PowerPoint).





**Interpersonal Skills:** The ability to work with others in a collaborative team environment.

**Language skills:** Ability to read and comprehend simple instructions, write short correspondence, and memos. Ability to effectively communicate to customers, parents, and other visitors to the school.

**Work Environment:** Hours for this position may vary and may require some late afternoon work. The ability to maintain all information highly confidential. Immaculate Conception School is a smoke free facility.

**Physical Demands:** Strength Rating reflects the estimated overall strength requirement of the job. It represents the strength requirements, which are considered to be important for average, successful work performance.

**Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time, but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible.

**Compensation:** Salary is commensurate with experience.

Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS “Protecting God’s Children” course.

Qualified candidates should submit a cover letter, resume, and references no later than August 4, 2021 to John Bernard at [jbernard@iccols.org](mailto:jbernard@iccols.org).