

**St. Michael the Archangel Catholic Parish
Leawood, Kansas**

After School Care Assistant Position Information

This position is for the academic year only, part-time (20-25 hours per week). Compensation is hourly at \$8 to \$12 per hour, commensurate with experience.

Please see Job Description below.

Send cover letter and resume to:
St. Michael the Archangel Catholic Parish
Attn: After School Care Program Assistant
14251 Nall Ave.
Leawood, KS 66223

Or to:
lorenzo.rizzi@stmichaelcp.org

Job Description

Job Title: After School Care Program Assistant

General Description:

The primary duty of the After School Care (ASC) Program Assistant is to assure the care and safety of the St. Michael the Archangel School children who are enrolled in the ASC Program. Other duties will include checking children in and out, coordinating snacks, play and study activities.

ASC Assistant Responsibilities:

1. Gather and Check in students at 3:30pm when school is out.
 - Gather from classrooms.
 - Log in attendance on roster.
2. Monitor and assist children while in program.
 - Assure children stay in designated ASC areas.
 - Monitor bathroom use.
 - Provide snacks.
 - Coordinate play and study activities.
3. Release to parent or approved guardian at end of day.
 - Assure children are released only to authorized parent or guardian.
 - Return toys and supplies to storage area at end of day.