



## **NURSERY AFTERCARE PROGRAM AIDE Job Description**

Duration: January – June 2021

Hours: Monday – Friday, 2:00pm – 5:15pm

### **Overview**

The Nursery Aftercare Aide is an essential role in the day of many children at the school. The Aide is responsible for the nursery children who attend aftercare, following a daily and weekly rhythm that gives these children the opportunity to partake in rest, appropriate activities and time to play and relax after a long school morning. The teacher is also responsible helping to arrange a healthy, late afternoon snack.

### **Areas of Responsibility**

Under the guidance of the Nursery Coordinator of Aftercare:

- Help set up the classroom for nap time
- Help create a mood of rest and quiet
- Help restore the room to order after nap
- Assist with snack preparation and clean-up
- Daily check of times at which children are picked-up w/parent/guardian's signature
- Cleaning of the Aftercare room at the end of the day

### **Training**

- Waldorf training (or in process) preferred
- 6 ECEs completed or in process
- Experience working with young children
- Red Cross/CPR First Aid certification/Medicine Administration training (classes are usually offered during Faculty Work Days)
- Maintain a working knowledge of school policies and procedures:
  - earthquake and evacuation procedures
  - proper documentation of children's injuries
  - location and use of first aid kit

**Compensation:**

This is a part-time, non-exempt, hourly position. It carries no benefits other than those available through the San Francisco City Ordinances.

**Physical Requirements and Work Environment:**

- Be able to occasionally lift up to 30 lbs.
- Work intermittently in outside weather conditions, including heat and cold
- Regularly sitting or standing 3 or more hours

**FLSA Classification:** Hourly; Non-exempt from overtime

**Reports to:** Nursery Aftercare Coordinator

**Hired by:** Grade School Steering Committee

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Please send resume and letter of interest to [jobs@sfwaldorf.org](mailto:jobs@sfwaldorf.org)