

WRENS CLUB CHILD CARE

Wrens Club Student Aide Worker *(Revised 2025)*

Agency:

Wrenshall Community Education

General Description:

Assist Child Care Program Coordinator in providing quality school age care programs. Provide activities that offer a fun, safe, caring environment that fosters recreational, social, educational, and developmentally appropriate experiences that compliment a child's school day. Students are needed at 6:30-8:15 am and after school till 5:30 pm.

Job Qualifications:

CPR & First aid certification recommended. Will need to go through training for CPR/ first aid, head trauma injuries, and mandatory reporting once hired. Must complete Indentigo background check. Must complete 2 hours of training prior to working directly with students.

Job Duties:

85 % of time

- Direct work with school age children.
- Ensure safety of children in the program by monitoring their environment and activities.
- Interact and build relationships with children attending the program.
- Positively interact with students and participate in their play when appropriate.
- Provide feedback to children on their positive and negative behaviors and help them develop social/ emotional skills.
- Ability to spend time sitting on the floor with children.
- Ability to spend up to an hour or more per day outdoors with students.
- Must be able to stand/ walk for many hours.
- Able to lift up to 20 pounds, bend, and kneel.
- Ability to work in a busy and sometimes noisy environment.
- Communicate with other assistants about activities, students, or schedules.

10 % of time

- Responsible for room preparation, project material, art and craft supplies, toys, and resources, and handing out snacks for each day.
- Effectively communicate with parents/guardians at drop off and pick up.
- Responsible for cleaning/resetting the room at the end of a program day.
- Field questions from parents about program, billing, or policies, or refer them to the proper source.

5% of time

- CPR/First Aid certification and Mandatory Reporting
- Training opportunities
- Work at community events provided by community education and attend scheduled meetings.

Supervisor: Wrens Club Coordinator
Community Education Coordinator

Evaluation: 1 week, 2 weeks, 30 days, 90 days, then annually