Part Time-After Care Employee

Bishop Leibold School

Do you enjoy working with children and creating a fun, safe, and supportive environment? Bishop Leibold School is seeking a **caring, dependable, and enthusiastic After Care Employee** to join our team!

This is a wonderful opportunity for someone who enjoys working with children and making a positive difference in their day. As part of our After Care team, you will help provide a welcoming and engaging environment where students can relax, complete homework, participate in activities, and build friendships after the school day ends.

What You'll Do

- **Create a Safe and Welcoming Environment:** Supervise students during after-school activities, ensuring their safety, well-being, and positive interactions with others.
- **Encourage Student Success:** Provide guidance and encouragement during homework time, helping students develop independence and good study habits.
- **Keep Students Engaged:** Assist with snacks, games, recreational activities, and other age-appropriate experiences.
- **Build Positive Relationships:** Model kindness, patience, respect, and positive behavior while supporting the Catholic values of our school.
- **Work as Part of a Team:** Collaborate with the After Care Director and school staff to maintain an organized, supportive, and enjoyable after-school program.

What We're Looking For

We welcome candidates who bring a positive attitude, a genuine interest in working with children, and a commitment to creating a safe and enjoyable after-school experience.

Ideal candidates will demonstrate:

- A caring, patient, and encouraging approach to working with children.
- Strong communication, organizational, and interpersonal skills.
- Dependability, initiative, and the ability to work collaboratively with others.
- Good judgment and a commitment to student safety, confidentiality, and professional conduct.
- Respect for and willingness to support the Catholic identity and mission of our school.

Preferred Qualifications

- Previous experience working with children in a school, childcare, camp, or similar setting.
- Familiarity with Catholic education or faith-based learning environments.
- CPR, First Aid, and SafeParish certifications, as applicable.

Position Details

- **Schedule:** Part-time, non-exempt position;aftercare hours are 3:00-5:30pm; 3-5 afternoons each week
- **Reports To:** Principal, with day-to-day direction from the After Care Director.

- **Physical Requirements:** Ability to stand, sit, and walk for extended periods; occasionally lift and carry up to 25 pounds; and bend and reach as needed.
- **Other Requirements:** Ability to communicate effectively with students, parents, and school staff and use standard classroom and office equipment.

Professional Expectations

After Care Employees are expected to maintain the confidentiality of student and family information, demonstrate ethical and professional conduct, submit weekly timesheets, and perform other duties as assigned by the Principal or After Care Director.

Make a Difference Beyond the School Day!

At Bishop Leibold School, learning, friendships, and personal growth continue beyond the classroom. If you enjoy working with children, encouraging positive experiences, and being part of a caring Catholic school community, **we encourage you to apply!**

To Apply: Please visit our Employment/Volunteer Openings page to download the Application for Employment. Then submit your resume, cover letter and application for employment to **employment@stjohnpaulii.org**.