



Aftercare Program Counselor

Grades Pre-K3 - 6

St. Andrew's is an independent, college preparatory school located in Savannah, GA. Serving grades PreK3 – Grade 12, the school operates in a divisional model with a Lower School, Middle School, and Upper School. The Aftercare Program at St. Andrew's serves students in grades Pre-K3 - Middle School, and runs from 3:00-6:00 pm on regularly scheduled school days. Extended hours are offered to families on half days, conference days, and teacher planning days. The Aftercare Program provides developmentally appropriate activities, a healthy snack, and homework time each day to create an enriching after school experience for students. Aftercare Counselors are assigned to specific age groups and provide an experience reflective of the St. Andrew's philosophy of active and applied learning opportunities for all students.

Essential Duties and Responsibilities

- Continually keep students active and engaged in fun and age-appropriate activities while maintaining a safe environment.
- In collaboration with program colleagues create, plan for, and supervise a daily schedule of activities including snack, homework time, and enrichment.
- Hold responsibility for the maintaining of program supplies, equipment, and materials. ● Ensure proper procedures are followed for supervision of students and the sign-in/out process between school and program enrollment.
- Assume an equal share of the responsibility for housekeeping chores such as cleaning, preparing for daily activities, and cleaning up after projects.
- Communicate in a positive and professional manner with school and program staff. ● Establish a positive relationship with each child and be familiar with their developmental level, particularly as it relates to understanding and direction following. Treat each child with respect and dignity, using a consistent and positive behavioral management philosophy.
- Maintain regular positive communication in a professional manner with parents. ● Immediately report suspicious or inappropriate behaviors or abuse relating to youth. ● Immediately attend to any injury, report and document all first aid with the Aftercare Program Director and child's parents.
- Other duties related to the Aftercare Program as assigned.

Desired Qualities of an Aftercare Program Employee

- **Adaptability** - Illustrates flexibility in the shifting priorities required to meet the needs of a student-centered setting.
- **Communication and Customer Service Skills** – Understands the unique balance of an Independent School community and the variety of stakeholders. Communicates clearly and compellingly with the diverse balance of daily interactions in both oral and written forms. Anticipates and responds to stakeholder needs in a high-quality and courteous manner.
- **Innovative Problem Solving** – Approaches work with a sense of possibility and sees challenges as opportunities for creative problem solving. Takes initiative to explore situations and find potential innovative solutions.
- **Dependability** – Consistently delivers Afterschool Program care with high quality reflective of the values and pedagogy of a St. Andrew's School education. Meets the needs of students and parents with a combination of organization, detailed planning, and regular communication.

Qualifications

- High School Diploma.
- Desire and ability to work with children of all ages.
- Must possess current CPR and First Aid certification or be willing to immediately pursue them.
- May be required to sit, stand, or maintain physical activity for extended periods of time. ● Must exhibit patience and understanding.
- Must be able to receive and follow detailed instructions. Must remain alert at all times, keeping safety a priority.
- Must pass a Bright From the Start background check.

Interested candidates should contact Bethany Lonce, Director of Auxiliary Programs, at lonceb@saslions.com and provide a resume with a minimum of 3 references.