

SUPPORT STAFF - ABC Afterschool Program

\$16-17 an hour

Victor or Driggs Locations

Open until filled

To apply: Please send a resume to

director@abctetonvalley.org.



ABC provides academic, enrichment, and wellness support for at-risk children in a safe and supportive environment.

RESPONSIBILITIES

ABC is seeking support staff for the 2021-2022 school year. The ideal candidate implements all aspects of ABC's mission. This position reports to the lead teacher and provides support for all aspects of the program.

Open and Closing Center

- Prepare for children's arrival at the center
 - Ensure that the center is ready for the children's arrival
 - Snack preparation
 - Maintain snack inventory/storage. Coordinate with ED for purchases
 - Follow all Teton School District wellness and COVID-19 protocols
 - General cleaning through the program and upon closing
 - Closing facilities walk-through including bathroom check and locking doors
 - Since ABC shares space with Teton School District, ensure that all materials are put away and properly stored.

Attendance and Record Keeping

- Takes daily attendance and maintains records
 - Requires a familiarity with children's schedules
 - Follow up with parents whose children who do not attend on a scheduled day in a timely manner

Programming and Instruction

- Provide support to the teachers during instruction time

Safe and Supportive Environment

- Provide general child care support and provide care throughout the program

Communication

- Interact with ABC families by proactively providing updates and answering questions

- Provide updates and report concerns to the Lead Teacher

Volunteers

- Support volunteers by answering questions and providing general assistance when needed.

Executive Director Support

- Support staff may be given other duties outside of child care, on an as-needed basis, to support the Executive Director

Hours

- The position is for the 2021-2022 academic year.
- ABC is open when TSD is in session and follows the TSD calendar.
- ABC centers are open from 3 pm - 5:30 pm when TSD classes are in session. The candidate is expected to arrive no later than 2:40 pm, unless previous arrangements have been made.

Benefits

- The position starts at \$16-17 an hour
- Retirement Benefits: ABC will contribute a match towards an IRA-SIMPLE retirement account.

Requirements

- Bi-lingual teachers are preferred, but not required (Spanish)
- Current on First Aid and CPR
- Department of Health and Welfare background check
- Maintain your Idaho RISE account
 - Annual and ongoing training

