

**Afternoon Caregiver**

**Job Description**

# General Description: ​

Serves as afternoon worker and is responsible for following lesson plans provided by classroom teacher. You are responsible for a wide variety of activities that range from implementing learning activities to lunch and toileting. You will work closely with classroom teacher, other employees, parents and the Director.

**Reports to:**

Preschool Director

**Evaluation:**

The Afternoon Caregiver’s performance will be evaluated by the Preschool Director in accordance with the VBP/VBC policies and this job description.

# Personal Qualifications:

* Be a Christian and live and teach in ways that are pleasing to God, in your personal and work life
* Be a witness to the families that we serve in our ministry
* Relate to adults on all levels of the socio-economic structure of the community and of differing races
* Apply basic knowledge of child development to your working conditions and environment
* Remain calm and use sound judgment in an emergency
* Interact and communicate effectively with children, parents, staff and the general public
* Work well without close supervision.
* Must exhibit Christian qualities of patience, cheerfulness, optimism, flexibility, cooperation and reliability.

# Professional Qualifications:

* experience working in Christian school ministry (2 years minimum preferred)
* experience in childcare (2 years minimum preferred)

# Primary Duties: ​

* Recognize and greet each child and parent when entering classroom
* Assist in planning the afternoon curriculum for classroom
* Maintains a safe and healthy environment for the children
* Relates instructions or observations concerning children to the classroom teacher
* Assume responsibility for your group in the absence of the classroom teacher and carry out the responsibilities assigned to you by your teacher.
* Participate in monthly duties and responsibilities as assigned to you by the Director
* Uses materials and equipment creatively
* Attends Staff meetings, and in-service training sessions

**Working Conditions:**

* This position requires working every afternoon and some mornings.
* This position includes exposure to childhood diseases and illnesses children may be carrying
* This position requires lifting and carrying children
* This position requires working indoors and outdoors, year round

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_