

Most Blessed Sacrament Parish

After Care Worker

Position: After Care Worker

FLSA: Non-Exempt

Reports to: Operations Manager

Effective date: 8/21/2023

General Summary: The After Care Worker works with parish and school staff to supervise children after school hours during the school year. Works with the Operations Manager supervisor.

Essential Duties and Responsibilities:

- Watch the children along with other After Care workers and volunteers.
- Provides snacks to the children.
- Supervise children while playing and studying. Make sure they are adhering to all school rules and regulations.
- Supervise children in classrooms, gymnasiums and outdoors as weather permits.
- Sign children out for pick up only to people authorized by their parents or guardians.
- Clean up the Aftercare room at the end of the day.

Requirements:

- Able to work Wednesday, Thursday, and Friday from 2:30 p.m. – 6:00 p.m.
- Must successfully pass the required background check and all requirements of the Diocesan Program for Child and Youth Protection prior to employment and maintain a satisfactory background check throughout employment.
- The ability to respect, promote, accommodate, and not be in conflict with the mission, moral and social teachings, doctrines, and laws of the Roman Catholic faith.
- Able to work Monday and Tuesday from 2:30 pm – 6:00 p.m. from time to time.
- Able to work past 6:00 p.m. on rare occasions.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand, walk; sit; and talk or hear. The employee occasionally must lift and/or move up to 20 pounds. Specific vision abilities required by this job include distance vision, and ability to adjust focus.