

Aftercare Program Assistant

2026/2027



After School Program Assistant –Part time

Major Accountabilities:

The After School Program Assistant assists the lead by providing a warm, safe environment after regular school hours, facilitating movement indoors and out, and preparing a healthy snack.

The assistant works Monday – Friday 3:00 – 5:30 p.m. (Thursday 2:45 – 5:30 p.m.)
(Days are contingent on a minimum number of students enrolled)

Experience:

One year minimum experience working with children ages 3-12 in a group setting preferred but will train the right person.

Required Competencies:

- Enjoy being around children and able to hold firm, loving boundaries
- Responds to information and situations in a self-controlled manner
- Puts others at ease and shows receptivity to message being delivered
- Gives attention, shows interest and responds with information or questions as appropriate
- Uses appropriate humor to maintain a positive environment
- Flexible style, possesses the ability to fit circumstances, adjusts with ease

Duties Included:

- Creating snacks for a multi-aged group
- Planning age appropriate activities
- Preparing and cleaning After Care space(s)
- Interacting with family caregivers

Rate of pay: \$15.00 an hour, there are no benefits with this position

We encourage individuals who are committed to diversity, equity, inclusion, and justice-related work including those who are part of marginalized groups to apply. If you are interested, please submit a cover letter and a resume listing background, training, experience, and three references.

Call or write Jeanne Ring, Administrator, at 262-646-7497 jring@prairiehillwalorf.org

