



JOB ANNOUNCEMENT – AFTER SCHOOL RECREATION ASSISTANT INCLUSIVE EARLY LEARNING CENTER

The mission of PdN Children's is that we help children with special needs achieve their fullest potential. Our vision is a world where all children thrive in an inclusive environment, recognized by their abilities and talents, rather than their differences. We've been serving children with special needs since 1948 and we love what we do and why we do it! Join us in our mission and make the journey with the precious children we serve.

Job Type: Part Time (20-29 hrs per week)/Hourly

Wage: \$10/hr - \$13.19/hr DOE

PdN Children's is looking for someone who enjoys working with five to thirteen-year-olds, who is creative, caring, and kind! As a Recreational Assistant team member, you will be responsible for helping to provide fun and engaging learning activities in an inclusive setting for school-age children with and without special needs.

The best candidate will be one who knows developmentally appropriate practices for School-Aged children. The candidate must demonstrate the capability to plan and execute a variety of fun learning activities for children. The best candidate will be one who understands that the health and safety of each child is priority and makes this the forefront of any activities planned.

Summary/Objective - The Recreational Assistant will be responsible for the care of children ages five through thirteen years old, to include "homework help" if requested. The Rec. Assistant will, at times, lead group activities and be able to take charge of the program if the Rec. Leader is not present. The position requires the Rec. Assistant to ensure the children in the program have a safe, fun filled after-school experience. **Regular working hours are Monday – Friday, 1:00 - 6:00pm and 9:00am -6:00 pm during summer and school breaks.**

General Duties

- Ensure children's needs are met (including, but not limited to physical needs, emotional needs, etc.)
- Maintain a safe and engaging learning environment, both indoors and outdoors
- Practice active and engaged supervision at all times
- Assist with planning, coordinating, and implementing of all school age activities including summer camp activities, events, and presentations.
- Assist children with school work/ home work
- Maintain positive and effective communication with peers, parents and children
- Complete daily forms and reports as needed
- Take leadership of the program in the Recreational Leader's absence
- Ensure to abide by all Texas Child Care Licensing Minimum Standards, TRS Standards, and PDNCDC Policies & Procedures

Required Education & Experience

- High School Diploma or GED
- Documented experience working in a school-age program
- Fluent writing and speaking English

Preferred Education & Experience

- Knowledge of after-school programs for children with special needs
- Skilled in Microsoft computer applications
- Bilingual English/Spanish

Other Duties - Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Work Environment - Inclusive Classroom and Outdoor Playground

Essential Functions - Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please submit application (<http://pdnchildrens.org/career-opportunities/>) and proof of education to admin@pdnchildrens.org