

Backyard Buddies After-School Care Program - Job Descriptions

Job Title: Assistant Director

Reports to: Director

Status: Part-Time (As Scheduled)

Last Updated: December 2024

Summary: The Assistant Director is responsible for filling the role of the Director in his/her absence. He/She should work closely and supportively with the Director to help fulfill the mission of the Program and create and design appropriate curriculum for the children.

Essential Duties and Responsibilities:

- Greet children as they arrive to Backyard Buddies
- Supervise and organize games with children
- In charge of serving snacks
- Plan and organize summer programs (With assistance from Director)
- Open and close when necessary during the school year and summer months
- Prepare devotionals (K-3)
- Recruit children for the program
- Supervise clean-up at the end of the day
- Lock doors and turn off lights
- Be a positive role model for all other caregivers and children.
- Be available to drive the bus in the afternoons starting at 2:30
- Assist and monitor the staff
- Perform other duties as assigned by the Director

Qualifications: Christian, Clean background check and driving record, first aid and CPR, experience with and a love for children