



## AfterCare Provider

**Friends School of Portland** seeks a patient, caring individual to serve in its **AfterCare Program**. This person must have ample experience working with young children and a love of the outdoors. Experience could include camp counseling, babysitting, coaching, volunteer work, etc. Majors in Education are preferred, but not required. The applicant should identify with the Quaker values of simplicity, peace, integrity, community, equality, and stewardship, as these are the cornerstones of our school and the AfterCare Program.

The AfterCare Program serves children in grades preschool through eighth grade. Each group averages between 10 to 12 children per day. There are four groups; Group I Preschool/Kindergarten, Group II grades 1 & 2, Group III grades 3 & 4, and Group IV grades 5 through 8.

### During a typical day in our AfterCare Program

- Staff will greet children, take attendance and serve a healthy nutritious snack
- After cleanup, children together with staff will prepare for outside play.
- Our outside play is a year round, all-weather activity that happens everyday for extended periods of time.
- Children are free to move between designated areas that are supervised by AfterCare staff who monitor and facilitate play.
- After the extended outside play, staff may offer indoor options which include a quiet study hall time, time to play board games, make art and crafts projects or take part in organized gross motor activities.

### Staff are expected to

- Know where the children in their group are at all times
- Communicate via Walkie-Talkies to open and close play areas, help supervise the movement of children between areas and facilitate parent pickup.
- Keep attendance, noting pickup times for children in their group
- Help children facilitate play, clean up, as well as helping with problem solving choices in play or conflicts with peers.

**Responsibilities also include:** meeting with the AfterCare Coordinator on a weekly basis. Attending or participating in staff training as offered. Friends School of Portland works on an academic calendar beginning with faculty days in late August (this will include a mandatory AfterCare staff meeting); the school year ends on June 9th.

---

This is a part-time position (6~15 hours/week): Monday-Thursday 3:30 to 5:30pm and Friday 1:30-5:30 pm at the rate of \$18-19 per hour. Applicants applying for less than 15 hours a week will work with Eliza to build a schedule. There are no benefits with this position. We are seeking applicants who can make a commitment for the entire school year.

*Please send your resume, contacts for three references, and any questions to Eliza Robinson, FSP AfterCare Coordinator, at [eliza@friendsschoolofportland.org](mailto:eliza@friendsschoolofportland.org) and Head of School Sara Primo, [sara@friendsschoolportland.org](mailto:sara@friendsschoolportland.org)*