

# Part-Time School-Age Program Assistant

## Schedule:

Monday–Friday | 2:15 PM – 5:45 PM

15–20 hours per week

## Part-Time Position

Reports to: Center Director

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## Position Overview

We are seeking an enthusiastic and caring individual to support our **afternoon school-age program**. This position is **intentionally part-time** and is ideal for someone looking to work afternoons while making a **meaningful impact in children’s daily lives**.

Responsibilities include supervising children after school, facilitating age-appropriate activities, supporting homework time, and helping maintain a safe, positive, and engaging environment.

This role is a great fit for **students, parents, retirees**, or anyone seeking **purposeful part-time work with consistent afternoon hours**.

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## Ideal Candidate Will Possess

- Reliable transportation
  - Strong written and verbal communication skills
  - A teamwork mindset with flexibility to assist with job duties as needed
  - A fun, caring, and nurturing attitude with children
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## Job Responsibilities

- Provide a safe, interactive, and engaging learning environment
  - Communicate daily with families as needed
  - Ensure children are properly signed in and out each day
  - Assist with maintaining classroom and center compliance with state licensing guidelines
  - Support daily cleaning and organization of the classroom and/or center
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## Qualifications

- State-certified teacher **or** ability to complete required training within 6 months of hire
- CPR and First Aid certified (or willingness to obtain)
- Experience working with children in an educational or similar setting preferred
- Positive, patient, and professional demeanor
- Strong written and verbal communication skills

## Education Requirement:

- GED or High School Diploma required
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## Compensation & Benefits

- **Pay:** Based on education, experience, and Registry level
  - **Benefits:**
    - Paid holidays
    - Major federal holidays off
    - Weekends off
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## How to Apply

Please send your resume, qualifications, or questions to:

✉ **Olga Garcia**

✉ [busybeeschildcarecenter@yahoo.com](mailto:busybeeschildcarecenter@yahoo.com)

## Direct Questions and Immediate Assistance:

### Center Director:

**Lucy Garcia**

**262-859-2283**

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