

## HOURLY PAID - JOB DESCRIPTION

**Job Type:** Part-Time (Hours 2:00pm-5:30pm, M-F, 15-20 hours/week and as needed)  
**Location:** North Augusta  
**Company Information:** Grace UMC 639 Georgia Ave., North Augusta, SC 29841  
**Job Title:** Afterschool Leader Assistant

**Job description:** Individual should be hard working, dependable, energetic, fun, patient and of Christian faith to work in a nurturing environment with children. The ideal candidate would be able to multi-task, have a friendly team oriented personality, and be able to work cooperatively with our team.

Main Job duties include:

- Overseeing elementary students on a daily basis
- Serving snacks and cleaning up
- Setting up activities and cleaning up
- Assisting with homework in small groups
- Supervising and participating in activity time\* with the kids
  - \*Bible study
  - \*Arts & Crafts
  - \*Open gym play time
  - \*Outdoor playground time
  - \*Mighty Mission Hearts projects
  - \*Prayer time
  - \*Computer/Tablet time
  - \*Kids Fit Club
- Assisting & supporting leader with lesson plans for the kids
- Supporting & working with other classroom staff and volunteers
- Actively engage with kids and build relationships with them
- Limit personal phone usage to work related usage
- Take a First-Aid/CPR class

Individual will need to start promptly at 2:00pm to receive children as they arrive after school.

Hours - 2:00 p.m. to 5:30 p.m. (15-20 hours/week) and as needed.  
Hourly Rate Pay depends on experience.

This position is a school-year-by-school-year hiring. At the end of each school year, worker may be asked if they would like to return for employment for the following school year.

**Qualifications:** Candidates must be at least 18 years old and have a high school diploma or equivalent. They must be able to pass a local and federal background check, complete Safe Sanctuary, plus be willing to obtain training including First Aid/CPR. Working with children experience preferred, but NOT required.

**How to Apply:** Email resume to [yolanda@gotgraceumc.org](mailto:yolanda@gotgraceumc.org)