



Before and After School Staff Internship

SCHOOL AGE PROGRAM

Phelps Community Center is fully certified and licensed to care for children ages 5-9 and 10-12. The School Age Program runs throughout the school year and provides care before school, beginning at 6 AM, after school, until 6 PM and during half-days and recess days.

Children attending the PCC School Age Program take part in the following activities:

- Quiet time to study
- Use of our computer lab
- Recreation time in our gymnasium, play ground and sports fields.
- Weekly visits to the Phelps Community Memorial Library
- Walking field trips to Phelps attractions such as the Historical Society
- And much, much more

Essential Job Responsibilities:

Classroom / Program Management

Assist with the implementation of activities and experiences within the group.

Use a variety of techniques when conducting activities including modeling, observing, demonstrating, open-ended questioning and reinforcement.

Ensure that all activities offered are carried out in a safe, efficient, and motivating manner.

Provide positive guidance to children that include positive language, positive reinforcement and redirecting. Consult with Director when necessary to ensure behavior plan is adhered to and follow through is completed.

Be prepared to assist with alternate activity from the daily plan or games when planned activity does not work out or when conditions prohibit follow through (weather, for example). Flexibility with all activities is essential.

Assist with keeping classroom clean, neat, organized and inviting to children and families.

Children / Parent Interactions

Use appropriate language and tone when talking with the children.

Promotes self-esteem while encouraging self-help skills.

Show warmth and affection for all children in the group.

Maintains confidentiality when discussing issues relating to any child.

Communication

Daily in person contact with families, co-workers and supervisors to exchange information related to care and development of children in your care.

Written correspondence to implement programming, record accidents, illnesses, medication administration and any other pertinent information

Qualifications

Education: Enrolled in a college, pursuing a degree in Early Childhood education, Childhood education, or Human Services.

Experience: Experience not required, but preferred.

Skills: Diplomacy and human relations skills needed. Support behaviors that are in line with the overall philosophy and design of the organization. Flexible to varied assignments and willingness to take direction from others.

Physical/Mental Abilities: Must be physically and mentally able to provide daily routine care of children. Must be able to properly supervise children by sight and sound.

No criminal history.

Please contact Bill Krise at 315-548-8481 or schoolage@fltg.net to apply.