



SIOUX VALLEY SCHOOL

2 Support Workers Sioux Valley Before & After School Program

POSITION SUMMARY:

Under the direction of the Supervisor, the Support Worker is responsible for helping out with activities, games, crafts, and homework for participants in the program. The Before/After School Support Work Staff must provide the participants with a leadership role and be a positive role model to them. The Support Worker is responsible on assisting the Supervisor for planning, organizing and leading daily activities. Ten month term; Sept-June - 7am-9am and 3pm-5pm (4 hrs daily).

DUTIES INCLUDE:

- Provide participants with the appropriate leadership during the program.
- Develop and plan activities that incorporate program goals into the daily routine.
- Provide a warm and caring atmosphere for participants.
- Prepare activities that are developmentally appropriate for the age of the children.
- Maintain a safe environment for participants.
- Maintain a positive attitude toward co-workers, parents, and the students.
- Report any problems which arise with participants, other employees, or the school to the Supervisor.
- Keep the room neat and orderly.
- Follow and enforce all safety policies.
- Assist with participant check-in/out.
- Other duties as assigned.

QUALIFICATIONS:

- Must have previous experience working with elementary school aged children.
- Possess basic knowledge and understanding of school aged children.
- Be a self-starter and perform job with little supervision.
- Possess the ability to communicate verbally and in writing.
- Possess the ability to follow written and oral directions.
- Must be able to handle any questions that arise with the public by answering them or by giving them the proper directions for the answer.
- Possess or attain CPR/Fist Aid Certification.

*Submit Cover letter and Resume indicating Competition Number: **2023112***

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This opportunity is open to all applicants; however, preference will be given first to citizens of Sioux Valley Dakota Oyate. We thank all those who apply, but only those selected for an interview will be contacted.