



small steps nurturing center

Afterschool Assistant Enrichment Leader – Fifth Ward

Department: Program
FLSA Status: Exempt
Job Type: Regular
Job Status: Part Time

Reports To: Campus Director
Travel Required: None
Positions Supervised: None

Work Schedule:

Monday – Friday 3:30 pm – 5:30 pm

MISSION STATEMENT

To provide an exemplary early childhood program to instill and foster the social, emotional, physical, intellectual, and spiritual growth of economically at-risk children and their families.

POSITION SUMMARY

The Afterschool Enrichment Assistant will provide a safe, nurturing, and engaging environment for preschool-aged children (3 and 4 years of age) after regular school hours. This teacher will have a passion for early childhood education and be able to implement project-based learning to create enrichment activities that foster creativity, critical thinking, and developmental growth in reading, math, writing, science, and art. The teacher will fuse their love for God, children and teaching to help children explore new concepts, express themselves, grow socially and emotionally, and engage in hands-on activities that stimulate curiosity and a love for learning.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

Planning & Instruction:

- Assist the Lead in supervising children during after-school hours, ensuring their safety and well-being at all times per licensing requirements.
- Support the Lead in implementing a project-based learning approach, where children engage in monthly hands-on projects that promote problem-solving, collaboration, and self-directed learning. These projects may include art, science experiments, community-building activities, and more.
- Assist the lead with enrichment activities that enhance children's creativity, critical thinking, and social skills, such as educational games, music and movement, storytelling, and outdoor exploration.
- Reinforce concepts learned during the school day.

Communication

- Foster positive relationships with children, encouraging cooperation, sharing, respect, and self-regulation through interactive activities and group discussions (SSNC SET Program).
- Collaborate with Campus Directors and Enrichment Lead.

Other:

- Organize and maintain a safe, clean, and stimulating environment that supports learning and play.

- Ensure that children are properly nourished by overseeing snack times and maintaining a well-balanced environment.
- Follow all safety, health, and state regulations related to childcare and ensure a safe environment.
- Other duties as assigned

POSITION QUALIFICATIONS

Competency Statement(s)

- Strong communication skills, with the ability to engage children and collaborate effectively with parents and colleagues.
- Patience, enthusiasm, and a deep passion for nurturing young learners

SKILLS & ABILITIES

Education: High school diploma (required); Associates degree or higher in Early Childhood Education, Child Development, or a related field (preferred)

Experience: Minimum of 3 months working with young children, particularly in an after-school or preschool setting

Certifications & Licenses: First Aid and CPR certification (or willingness to obtain)

PHYSICAL DEMANDS

- N (Not Applicable)** Activity is not applicable to this position.
- O (Occasionally)** Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands		Lift/Carry	
Stand	F	10 lbs or less	O
Walk	F	11-20 lbs	O
Sit	F	21-50 lbs	O
Manually Manipulate	F	Over 50 lbs	N
Reach Outward	F		
Climb	N	Push/Pull	
Crawl	O	12 lbs or less	O
Reach Above Shoulder	F	13-25 lbs	O
Squat or Kneel	F	Over 26lbs	N
Grasp	F		
Speak	F		

WORK ENVIRONMENT

The work environment characteristics describes here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

I have read and understand this explanation and job description.
 I can perform the essential functions of this job with or without accommodation.

Employee Signature: _____ Date: _____

Supervisor
Signature: _____

Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.