

Team Member job description for LINC Caring Communities Before and After School Program

General Functions: Team members have the responsibility for supporting and facilitating the children's activities within the program. Following are specific duties of each team member:

1. Follow the Basic "Big Six" Expectations for School-Age Care Programs

Basic Non-Negotiable Expectations for LINC Caring Communities Child Care Programs "Big Six"

1. Team members will follow basic health and safety procedures and ensure all parents, guardians, and teachers sign the children in and out daily.
 2. Team members will maintain eyes-on supervision and account for children at all times.
 3. Team members will communicate with a kind, respectful tone throughout the program towards children and adults.
 4. Team members will greet parents, guardians, and children in a warm and friendly way.
 5. Team members will participate/supervise in children's activities at all times (e.g., snack, special programs, assemblies, activities, etc.)
 6. Team members will be on time, motivated and prepared with age appropriate activity plans and materials before the arrival of the students.
-
2. Support planning of daily lessons, and organizing the physical environment to maintain the interest of children and encourage learning.
 3. Create an environment which is respectful of children and provides a fun, imaginative and educational experience.
 4. Involve the children and families in planning activities.
 5. Observe each child's progress and communicate with families daily.
 6. Assist children in working together and resolving conflicts in a positive manner.
 7. Assist with snacks, meals, and daily program setup/cleanup.
 8. Maintain daily attendance reports and all other required documentation (i.e., incident/injury reports, sign-in/sign-out, medication logs, permission slips, attendance, enrollment and data update forms, etc.)
 9. Be on time and readily available for scheduled work at the site, as well as troubleshooting and quick response interventions to address emerging needs.
 10. Attend all required staff meetings and training sessions.
 11. Team members are required to complete at least 12 hours of in-service training each year, plus have a current CPR and First Aid certification.
 12. Assume other duties as requested by the Site Coordinator.