



## **Passport Staff Member**

**FLSA Classification:** Non-Exempt

**Position Type:** 12-month Staff

**Reports to:** Director of Passport and Auxiliary Programs

### **OVERVIEW OF THE POSITION:**

The person selected for this position will be under the direct supervision of the Director of Passport and Auxiliary Programs and will be responsible for providing a safe, caring and enriching environment for the children enrolled in the St. Benedict's Passport Before/Aftercare program(s).

### **RESPONSIBILITIES:**

- Ensure a warm, caring, and stimulating environment for children enrolled in the Passport program in an effort to create a positive and enriching before/after school experience.
- Keep consistent headcounts on all children present in Passport and constant awareness of each child's location (restroom, playground, enrichment clubs/camps, etc.).
- Document and report any moderate and major behavioral incidents and/or injuries to Passport Director using Passport Clinic, Accident and Incident reports. Please allow only Passport Director or Passport Lead to communicate with parents on incidents.
- Consistently monitor and supervise children under the care of Passport Program, maintaining "line of sight" with any children located both inside and outside of designated Passport areas.
- Assist Passport team leaders in conducting all student activities (arts and crafts projects, indoor/outdoor games, teacher directed games, etc). Participate in creating and leading various student activities.
- Actively participate in daily sign-in/out processes and dismissal/carpool procedures.
- Assist in maintaining a clean environment which includes janitorial duties necessary to maintain the cleanliness of the school facility inside and outside of designated Passport areas.
- Adhere to the policies as stated in the St. Benedict's Handbook, Passport policies and procedures addendum, and policies outlined in subsequent St. Benedict's training and meetings.
- Attend monthly staff meetings and assigned online training as directed.

**QUALIFICATIONS:**

- Minimum high school degree
- Prior childcare experience preferred but not required
- Must have the ability to demonstrate age appropriate, enriching activities.
- Supervise youth and present positive role modeling through all interactions with program participants.
- Keep confidences, loyalties and practice extreme professionalism.
- Reliable and dependable.
- Ability to work a flexible schedule to meet program staffing and planning needs.
- Exercise mature judgement and sound decision making.
- Communicate effectively and respectfully both orally and in writing.
- First Aid and CPR certification.
- Learn, follow, and enforce St. Benedict's guidelines related to internal policies.
- Ability to sit or stand continuously for up to 5 hours.