

**AFTERNOON ASSISTANT JOB DESCRIPTION
ASBURY HOUSE CHILD ENRICHMENT CENTER**

TITLE: Afternoon Assistant

LOCATION: Asbury House Child Enrichment Center

JOB DESCRIPTION: Must have a passion for planning and implementing crafts and special activities with the children to give the afternoon a sense of purpose and FUN! Assist in supervising children, carrying out instructional procedures, and performing a variety of tasks, including clerical, relating to the upkeep of the school as directed by teacher or director.

TERM: 12- month position

STATUS: Part-time, M-F 3:00-5:30pm

SALARY: To be determined based on experience

QUALIFICATIONS/REQUIREMENTS:

18 Years of age or older

High School Diploma

Two years of experience working with groups of children

First Aid and CPR Certification (will provide)

Texas Driver's License

Physically able to lift up to 60 lbs

Love of children

Dedication to children's safety and well-being

Christian commitment

Compliant with Minimum Standards for Child Care Centers

Technologically savvy

Fluent in Spanish and English (*preferred but **not required***)

CDA Certification (will provide) (*preferred but **not required***)

APPLICATION PROCESS: Submit application in person

CONTACT INFORMATION:

Asbury House Child Enrichment Center

320 South Center Street, Longview, TX

(903)758-7062