

## **JOB DESCRIPTION**

**JOB TITLE:** AFTER SCHOOL CARE HELPER

### **REQUIREMENTS:**

- A. Education Level:** High School Diploma (or equivalent)
- B. Experience Desired:** Minimum 1 year prior child care and/or administrative experience.
- C. Other Requirements:** Work commitment is three days weekly, primarily Monday-Thursday between 2:45-5:30 pm and Friday between 1:45-5:30 pm. Hours and responsibilities may vary as determined by student activities and childcare needs. Ability to work unsupervised. Good attendance. Ability to communicate and follow written and oral communication. Ability to problem-solve. Excellent organizational skills. Demonstrated positive attitude towards people with whom one works. Ability to work cooperatively and willingness to accept instructions and training.
- D. Physical Requirements:** Good physical health including ability to lift 75 pounds, frequent standing and walking. Repetitive motion with wrists hands and fingers. Frequent bending, carrying, lifting and stooping.
- E. Working Conditions:** Childcare: Commons area, playground, field, gymnasium, infrequently classrooms.

**REPORTS TO:** Building Principal

**ESSENTIAL FUNCTIONS AND DUTIES:**

1. Childcare for After school program starting at 2:55 pm. Must remain with children until adult to child ratio is appropriate for one supervisor. Support After school program director in managing behavior, enforcing rules, monitoring student activities and homework, and managing recess/play times.
2. Supervision of program attendance and proper check in/check out to parents and afterschool program in accordance with HFCS procedures.
4. Complete discipline and accident reports in compliance with HFCS school policies.
5. Performs other duties as assigned by supervisors.

**I have read and understand this job description and can fulfill the essential functions as listed.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**



An Equal Opportunity Employer

Date: \_\_\_\_\_

The Roman Catholic Diocese of Boise

# Application for Employment

*The Diocese of Boise recruits, hires and promotes on the basis of merit, competence and qualifications, without being influenced by race, color, sex, age, marital status, national origin, disability or veteran status. The diocese reserves the right to be the sole judge of merit, competence and qualifications and may favor Catholic applicants and co-workers in all employment decisions.*

New Applicant

Rehire Within Diocese

Transfer Within Diocese

**POSITION:** \_\_\_\_\_

Last Name	First	Middle	Social Security Number			
Street Address			Home Phone			
City, State, Zip			Business/Message Phone			
Have you ever been employed by the Diocese of Boise, or any Catholic Diocese? Yes _____ NO _____ If "Yes", please state when and where.						
If Hired, can you furnish proof that you are either a U.S. Citizen, or otherwise legally permitted to work in the United States? Yes _____ No _____						
Have you ever been convicted of a crime? Yes _____ No _____ If "Yes," Please explain on separate page.						

Name and Location of School	No. Years	Major	Degree/Date
High School			
College			
Graduate School			
Professional Trade or Other			
Skills Typing WPM _____ Computer Experience _____			
Other training or skills including Bilingual ability			

Please list all Full Time and Part Time Positions which you have held for the past ten years starting with your present or most recent position. Explain all periods of unemployment using space provided on page 4.

Company Name	Dates of Employment (Month and Year) From: _____ To: _____
Address	Telephone
Position/Title	Salary Full Time _____ Part Time _____
Supervisor	Starting Date _____ Last Date Employed _____
Briefly describe your duties and responsibilities	Reason for leaving

Company Name	Dates of Employment (Month and Year) From: _____ To: _____
Address	Telephone
Position/Title	Salary Full Time _____ Part Time _____
Supervisor	Starting Date _____ Last Date Employed _____
Briefly describe your duties and responsibilities	Reason for leaving

Company Name	Dates of Employment (Month and Year) From: _____ To: _____
Address	Telephone
Position/Title	Salary Full Time _____ Part Time _____
Supervisor	Starting Date _____ Last Date Employed _____
Briefly describe your duties and responsibilities	Reason for leaving

**REFERENCES**

List three references who can speak to your ability to perform the duties of the position you are seeking\

NAME	TITLE	ADDRESS/PHONE	RELATIONSHIP TO APPLICANT

May we contact your present employer? Yes [ ] No [ ]

List date available for work \_\_\_\_\_

State any additional information you feel may be helpful in considering your application

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Give the names of three persons you are not related to, whom you have known for at least one year.

Name	Address and Telephone Number	Business	Years Known
1.			
2.			
3.			

United States Military Service					
Dates From	To	Service Branch	Initial Rank	Final Rank	Type of Discharge

Do you have relatives or friends Employed by the Diocese of Boise? If "Yes", Give name(s) and location(s).

Yes \_\_\_\_\_ No \_\_\_\_\_

Present Salary:	Salary Expectations:
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Comments, Special Skills, Interests, Qualifications or Accomplishments Not Previously Noted

**Please Read Carefully Before Signing**

I understand and agree that this application is not a contract and that acceptance of employment is not a contract of employment for a specified term unless it is in writing and signed by an authorized diocesan representative. I understand and agree that I may resign my employment with the Diocese of Boise at any time for any reason and that my employment may be terminated at the will of the Diocese of Boise at any time for any reason. I also understand that any handbooks, manuals, policies and procedures maintained by the Diocese of Boise are not contractual in nature and may be amended or abolished at the sole discretion of the Diocese of Boise. I further understand that the employment relationship between the Diocese of Boise and its employees may be governed by canon law as well as civic law.

Prior to any formal hiring by the diocese the applicant must have successfully passed a background check. The diocese will not deny employment to any applicant solely because the person has been convicted of a crime. The diocese, however, may consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position applied for.

Pursuant to the Immigration Reform and Control Act, the Diocese of Boise will employ only those individuals who are eligible to work in the United States. Accordingly, all new employees will be required to demonstrate their eligibility to work in the United States. Failure to do so will result in termination or revocation of the offer of employment.

I clarify that the information furnished in this application and any supporting documents is true and complete to the best of my knowledge and belief, and I understand that any misrepresentation or omission of material(s) fact on this or any other record submitted pertinent to employment will constitute grounds for immediate dismissal.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Office of Human Resources  
 Diocese of Boise  
 1501 S. Federal Way, Ste 400  
 Boise, ID 83705-5925  
 Telephone: (208) 342-1311 x 5156  
 Fax: (208) 489-7475

Use the space below to explain and account for periods of Unemployment or additional Comments on Employment History.


Do Not Write In This Section  
 For Office Use Only

Interviewed by	Date
Hire Date	
Position	
Salary	
Start Date	Office

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Human Resources Approval
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