



Title: Enrichment Staff Aide  
Reports to: Enrichment Site Director/Program Coordinator  
Seasonal, Hourly

**Job Summary:**

Responsible for executing programs created by/with the Program Manager for the Enrichment Program. The After School and Summer Enrichment Program is a state-licensed Child Care Center that is designed to increase physical and outdoor activity, expose participants to healthy ideas, and build personal skills and confidence.

**For Enrichment Programs**

- Full Time Hourly Position
- Monday through Thursday
- Responsible for assisting in executing programs created by the Enrichment Site Director and assisting in the After School Programs.
- Summer June 1st - August 20th

**Compensation**

- \$16/hour - \$18.50 DOE
- Mileage reimbursement
- Paid training opportunities

**Major Job Responsibilities:**

1. Understand Voyager's mission, and implement the program accordingly
2. Show up to site on time, fully prepared, and appropriately dressed to work with children
3. Cultivate positive, nurturing relationships with program participants
4. Build, cultivate, and maintain relationships with program participants, schools, parents, and community members, staying active in the community and schools
5. Adhere to disciplinary, transitions, and communication protocols that align with best practices and that ensure that all participants can experience success in the program
6. Support Enrichment Site Director with continuous feedback about activities, trainings, and summer staff oversight and collaborate on program development as needed
7. Maintain enrollments and attendance records
8. Understand and adhere to child care rules that apply to the program.



9. Adheres to the risk management protocols created by the Enrichment Site Director
10. Willing to participate in training for better understanding and success of the children

**Additional Responsibilities:**

May be assigned special projects periodically by the Enrichment Site Director

**Relationships:**

**Internal:** Maintains positive contact with Voyager staff, Voyager attendees, and volunteers

**External:** Maintains contact with external community groups, parents, schools and others as required

**Skills/Knowledge Required:**

1. Previous experience working with children aged 3-8 in an organized setting.
2. First Aid & CPR Certified (may obtain upon hire)
3. Valid Driver's License or ID
4. Pass civil and criminal background checks if 18+
5. Other certifications as required by state licensure (may obtain upon hire)
6. Effective verbal and written communication skills; computer literacy
7. Ability to work independently and with team members and Board of Directors
8. Strong planning and organizational skills

**Daily Tasks**

- Be actively involved in talking with parents during pick up and drop off
- Participate in enrichment activities while actively facilitating safety and risk management
- Help facilitate group activities such as crafts, outdoor games and hands on exploration activities
- Ensure activities are developmentally appropriate for the assigned age group
- Take lead on facilitating activities and actively participate in setting Voyager up for success for future activities
- Ensuring the facility is clean and ready for future activities and actively cleaning throughout the day