



Diocese of Fort Worth Position Description

Position: AFTER SCHOOL CARE WORKER
Date Revised: January 22, 2019
Reports to: Director of Before/After School Care Program
Location: Holy Family Catholic School
www.fwdioc.org/employment

The Diocese of Fort Worth, Texas includes 90 Parishes, 1 Mission, and 19 schools. It stretches from Quanah, Texas just northwest of Wichita Falls in the West and extends to Penelope, Texas in the Southeast. Its largest metropolitan areas are Fort Worth, Arlington, Denton, and Wichita Falls. It has approximately 914,556 Catholics in the Diocese, including 108 Priests, 86 Deacons, and 77 Sisters. The principal duty of all employees is to assist in the mission of the Catholic Diocese of Fort Worth, Texas.

General Position Summary: The After School Care Worker works with and under the direction of the Director of Before/After School Care Program to provide assistance in the implementation of the Extended Care program.

Principal Accountabilities:

- Assists with the implementation of instructional/recreational activities for children in extended care.
- Helps maintain student behavioral expectations.
- Communicates with parents as appropriate.
- Assists in the maintenance day care records.
- Serves food and cleans up after snack is completed.
- Responsible for all other projects, tasks, etc., as assigned.

Typical Decisions and/or Recommendations Made in This Position:

- No supervisory requirements.

Supervision Given and/or Received:

- Supervised by Before and After School Care Coordinator, Principal.

Internal Contacts:

- Supervisor and co-workers.

External Contacts:

- Parents / Guardians of students.

Working Conditions and/or Physical Requirements:



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- After school care setting two to four days a week August through May from approximately 3:00 p.m. to 6:00 p.m.
- In-service hours as required.
- The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Travel Requirements:

- None

Education and Experience Preferred:

- High school diploma
- One year of experience working with children
- Equivalent of 15 credit hours in education or additional 3 years working with children
- Positive references and recommendations
- Must be able to successfully pass child protective services and criminal background check.

Knowledge and Skills Preferred:

- Must have basic understanding/acceptance of Catholic School philosophy, goals, objectives
- Must have a basic understanding of child development and skills necessary to relate to the students being serviced
- Must be able to use the control and discipline techniques established for extended care
- Must work cooperatively with extended care director, extended care aides and other staff



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FLSA Designation: Non-Exempt

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Please Be Advised... The position, as outlined above, is subject to change as the needs of the Diocese of Fort Worth change. However, any and all changes will be communicated in advance to the incumbent(s) as is necessary and practical. All questions, concerns and/or requests for revisions concerning this position should be directed to the Director of Human Resources of the Diocese of Fort Worth and must be approved in advance before any requests for changes are incorporated in this position.