



**Department:** St. Mary's County Recreation and Parks  
**Division:** Recreation  
**Position:** School Age Care Teacher's Aide (Childcare Assistant)  
**Rate:** Starting at \$16.00/hour  
**Job Location:** Hollywood Recreation Center and various sites throughout St. Mary's County  
**Hours:** Part-time, Monday – Friday during SMCPs school year. Must be available to work 6:15-9am AND 2:30-6:30pm, as well as Out of School Camp days, 2-hour delay and 2-hour early dismissal days. Some evenings and weekends are required for special events.  
Summer Camp positions available June – August

**Supervision:**

Supervisor: Site Director/Program Coordinator

**General statement of duties:**

The school age care teacher's aide assists the site director or lead teacher in operating a before and after school care site. The teacher's aide will assist children with arts and crafts, group games, teambuilding, snacks, homework, and general supervision. The teacher's aide is expected to interact with children in a professional and enthusiastic manner. Other duties include follow procedures to safeguard the health and safety of children, act as a positive role model for children, implement accommodation plans and encourage full inclusion in the program.

**Essential Responsibilities:**

The School Age Care Teacher's Assistant will:

- Assist in supervising children in all activities
- Assist in planning and leading crafts, STEM activities, group games and special events
- Ensure the cleanliness of the site
- Ensure the safety of participants
- Assist in preparing for and running special events sponsored by the division

**Job Specifications:**

***Minimum Qualifications: Only candidates who meet the following requirements should apply:***

Must meet Maryland State Department of Education (MSDE) requirements for School Age Child Care Teacher's Aide which include:

- High school diploma/equivalent or successful completion of college courses for credit
- Complete Basic Health & Safety training within 90 days of hire
- CPR/First Aid Certification (or be willing to obtain within first 30 days of work)
- Aide Orientation and COVID-19 training must be completed within first 60 days of work
- Experience working with children in a licensed or professional setting preferred

**Licenses and/or certifications:** Must maintain current approved CPR/First Aid certifications. Must comply with all training requirements required by MSDE, including but not limited to Basic Health and Safety training, COVID-19 training, and a minimum of 6 hours of annual training.

### **Required Skills and Abilities:**

- Judgement/Decision Making – Uses logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions. Understands licensing regulations, effectively communicates them to others and enforces them.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees at all levels, representatives from all departments, organizations, and the public.
- Communication – Ability to listen and understand information and ideas presented verbally or in writing. Ability to communicate verbally and in writing with staff, school representatives, and families in an effective and professional manner.
- Ability to be flexible in schedule and personal objectives. Site location and shifts may change to meet program needs.

### **Additional Requirements:**

An acceptable general background investigation to include a federal, state, and local state criminal history, and a sex offender registry check. Individuals in this position cannot be listed as having a founded child abuse or neglect complaint and must pass a Child Protective Services check. Must submit Office of Child Care Medical Report prior to first day of work and every 30 days thereafter. **Must be at least 18 years old.** Must have transportation to various sites throughout the county.

### **Physical Requirements:**

While performing the duties of this job, the employee is regularly required to stand; walk; run; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Employee must be able to communicate with people. Specific hearing abilities required by this position include hearing normal conversations, alarms, and other emergency signals. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus. The employee will be required to work outside.

**Site Locations:** Before and After School locations: Hollywood Recreation Center, Duke ES, Evergreen ES, Lettie Dent ES, Oakville ES, Banneker ES, Leonardtown ES, Chesapeake Public Charter School

**To Apply:** Complete the Recreation and Parks application form found at [www.stmaryscountymd.gov/docs/jobapplication.pdf](http://www.stmaryscountymd.gov/docs/jobapplication.pdf)  
Positions are open until filled.

**Contact:** Kelsey Jijon, Youth and Camp Programs Coordinator, 301-373-4689,  
[kelsey.jijon@stmaryscountymd.gov](mailto:kelsey.jijon@stmaryscountymd.gov)