

Extended Care Caregiver

Diocese of Gaylord

St. Mary School, Charlevoix, MI

Description:

St. Mary School in Charlevoix, MI, is seeking a caring, responsible, patient and kind individual to work as an Extended Care Caregiver from 10 – 15 hours per week during the regular school year. The candidate will work with our Lead Preschool Teacher and assist with basic care of children Pre-K through 7th grade after school. The ideal candidate must be willing to commit themselves to our mission of providing Christ-centered excellence in care and education.

Preferred Qualifications:

- Ability to complete Health and Safety Training for Childcare Providers (before working with children – Director will guide this process)
- Ability to complete 16 hours of training yearly (Director will guide this process)
- Complete and pass a fingerprint background check
- Proof of current TB test
- CPR and First Aid certification (opportunity provided in August)
- Complete Virtus Training prior to start date
- Be faith filled and committed to helping students grow spiritually, academically, creatively, and physically

Job Duties Include:

- Supervise children and keep them safe
- Serve snack to children in care
- Lead activities both inside and outside
- Communicate effectively with students, staff, and parents
- Help maintain a comfortable and welcoming environment for children and families
- Sign children in and out in attendance book and iPad
- Cleaning classroom (wiping down surfaces, vacuuming)
- Other tasks assigned as needed

Interested candidates should complete the online job application, submit the background check form along with a letter of interest and resume by following this link:

<https://dioceseofgaylord.org/job-opportunities>

Applications will be accepted until the position is filled.