



# SAN RAMON VALLEY CHRISTIAN ACADEMY

**Title:** San Ramon Valley Christian Academy Eagle's Nest Assistant

**Classification:** Part-time, hourly

**Reporting Relationship:** The Eagle's Nest Assistant will report to the Eagle's Nest Director.

**Qualifications:**

- Possess a strong background working with children K-8<sup>th</sup> grade.
- Exhibit active, personal, and growing faith in Jesus Christ.
- The ideal candidate will have excellent communication skills, be willing to collaborate with others, remain flexible, and support a system that provides for the care and safety of all children within the program.
- Must possess a valid CPR/First Aid certificate.

**Purpose/Scope:**

Provide childcare for children (K-8<sup>th</sup>) whose parents are working

Wednesdays – (K-8) – 1pm – 6pm

Monday – Friday – (K-8) – 2:30pm – 6pm

**Responsibilities:**

- Assist the Eagle's Nest Director in maintaining a safe after school program that encourages play and reinforces the values established by San Ramon Valley Christian Academy.
- Communicate with parents in a professional manner
- Love, care and comfort children
- Maintain a safe environment
- Provide age-appropriate games and activities
- Interact with children through age-appropriate toys, books, and manipulatives
- Communicate with Eagle's Nest Director regarding any issues and concerns
- Enforce all Parent-Student Handbook policy and procedures
- Follow all procedures as laid out in the Employee Handbook

925-838-9622

[www.srvca.org](http://www.srvca.org)

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