



# HEATHWOOD HALL

## Afternoon Express Associate

### Full Description:

Heathwood Hall Episcopal School believes that each employee makes a significant contribution to its success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors. This position may work with children ages 2 years to 8<sup>th</sup> grade.

### POSITION SUMMARY

#### Essential Duties

- Part-time, approx. 20 hours per week, 2 PM – 6 PM, Monday – Friday, flexibility with days available.
- Temporary (August – May); summer positions may be available
- Starting rate of pay: \$10/hour
- Creating a safe, caring learning environment for students after school
- Maintaining a structured schedule that includes time for snack, homework assistance, fun activity, and free time
- Taking attendance
- Keeping detailed sign-out records to ensure students are picked up by an approved individual
- Preparing snacks
- Planning activities and crafts
- Additional duties as necessary

#### Specific Job Skills

- Previous experience in child care
- Team player
- Ability to work occasional full-days (example: Conference Day or Faculty In-Service days)

**Working Conditions**

Heathwood Hall is a large, expansive campus and frequent outdoor walking between buildings is a necessary component of this position.

To apply for this position, please submit resume and list of references, as well as a cover letter to:

Heathwood Hall Episcopal School  
Allison Rashley  
Director of Heathwood Plus and Summer Programs

Email: [arashley@heathwood.org](mailto:arashley@heathwood.org)  
No phone calls please.

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Heathwood Hall Episcopal School is an affirmative action/equal opportunity employer. Heathwood Hall Episcopal School participates in E-Verify, as mandated by South Carolina law. This position will require a Criminal Background Check and may require additional work clearance processes.