



HAWAII BAPTIST ACADEMY JOB DESCRIPTION

JOB/POSITION TITLE: Program Leader

OFFICE/CAMPUS: After School Enrichment Program

REPORTS TO: ASEP Coordinator

STATUS: 10 Months (Non-Exempt)

PRIMARY PURPOSE:

To provide a conducive and safe environment of child care for HBA elementary students during post school hours and holiday and summer periods.

ESSENTIAL DUTIES/FUNCTIONS:

- Plans, develops and implements various learning and play activities for assigned group of children.
- Assist students with homework problems.
- Supervise the activity of assigned children.
- Discipline children as necessary, using appropriate methods.
- Direct the efforts of the assigned junior leader or aide.
- Prepare and/or pick up snacks for assigned group.
- Attend staff meetings.
- Assist in daily clean up.

OTHER DUTIES/FUNCTIONS:

- Other duties as assigned.

CORE VALUES REQUIRED OF ALL EMPLOYEES OF HBA: An employee of HBA must demonstrate the following core values:

- Humility: We cultivate humility by acknowledging the goodness of God and the reality of sin, by taking time to be contemplative, by being open to change, and by knowing that there is and will always be more to learn.
- Curiosity: We cultivate curiosity by asking questions, by seeking opportunities to learn, by trying new things, and by persevering in our quest for answers.
- Love: We cultivate love in community by striving for peace, by eliciting and sharing ideas, by constructively expressing and resolving disagreements, by respecting differences and loving all people, and by asking and offering forgiveness.
- Commitment: We express our commitment by speaking truth and taking responsibility, by caring for God's creation, and by using our talents and resources to work toward the good of humanity.

WORKING CONDITIONS:

- Equipment Use: Sport and playground equipment, two-way radio, and first-aid kit.
- Work Hours: 2:00 p.m. to 5:30 p.m., Monday – Friday. Other hours as needed during intersession and summer breaks.
- Mental Demands: Must be alert and aware of children's safety, decision making analytical and critical thinking ability, attention to detail.

- Physical Demands: Working in the sun, monitoring the activity of numerous children at play.

QUALIFICATION REQUIREMENTS:

- Spiritual: Must have accepted Jesus Christ as Lord and Savior of their life and; demonstrate a living relationship with Jesus Christ as described in "The Baptist Faith and Message", the tenets of the Southern Baptist denomination.
- Skills/Knowledge: Enjoys working with children. Good verbal communication skills. Knowledge of appropriate multiple discipline methods. First aid and CPR certification.
- Education/Training: Graduation from high school.
- Experience: Nine months of experience working with elementary age children in various settings.