



Job Description

Program Aide

Date Revised: August 2023
Reports to: School Director
Classification: Part Time (non-exempt)
Location: 7525 E. Santiago Canyon Road, Silverado, CA 92676
Position Hours: 8 – 15 Hours/Week
Shift Schedule: 8 AM – 1 PM
Number of Positions: 1
Salary Range: \$16 - \$17/hour

About Silverado Children's Center:

Silverado Children's Center (SCC) is located in the canyons of the Santa Ana Mountains in eastern Orange County, California. A program of the Silverado Modjeska Recreation and Parks District (SMRPD), SCC offers an emergent curriculum that incorporates an appreciation of nature's handiwork, care for living creatures, and a solid respect for the environment.

SCC provides a year-round, nature-based experience for children ages 2 to 6. Our location is conveniently located to most areas in Orange County along one of the most scenic roads in our area and provides a true environmentally authentic environment for our children.

Learn more at www.silveradochildrenscenter.com

About the Program Aide Position:

SCC is looking for enthusiastic Program Aides to join our energetic, adventurous, creative and caring staff. Applicants MUST have a love for small children (ages 2-6), animals, the outdoors, and be a team player.

Program Aides help prepare our classrooms and play yards for daily activity, as well as support our teachers with various tasks. While the role's primary functions are "behind-the-scenes" support, there are occasional opportunities to assist in the classroom and interact with students.

This position is perfect for a high school graduate considering a position in the field of Early Childhood Education, or anyone looking for a part-time, consistent schedule. The ideal candidate is friendly, supportive and professional.

Responsibilities include but not limited to:

- Open blinds, lights on, thermostat set for opening in all classrooms
- Ensure animals are fed and water is available
- Empty dishwasher, distribute water bottles to appropriate classrooms
- Play yard walk through opening (sweep paths and uncover furniture)
- Wipe down/disinfect picnic tables & kitchen counters (before snack, after snack, before lunch)
- Prepare, distribute and clean up snack for all classrooms
- Maintain kitchen (keep it organized, clean & handle inventory assessment as needed)
- Weekly fridge cleanout/disinfect
- Prepare nap beds

- Daily playground walkthrough wildlife and debris safety check (snakes, spiders, fallen branches, etc.)
- Maintain classroom art & materials closets as assigned (keep them organized & handle inventory assessment as needed)
- Water plants as needed
- Assist teachers as needed with administrative support: creating student files, prepping materials for an activity, etc.
- Ensure restrooms are consistently clean, stocked with toilet paper/paper towels
- Assist in general housekeeping chores (including laundry), animal care and playground upkeep
- Attend staff meetings and school events as required
- Respond to emergency calls according to protocol

Skills

- Thrives with a consistent schedule of checklist-based tasks
- Ability to relate positively to young children, families and staff
- Cool-tempered, friendly and reliable
- Balance between a creative mind and practical judgement
- Ability to work in an outdoor environment that includes heat/cold, insects, reptiles and local wildlife

Requirements:

- Certification in Child CPR and First-Aid
- Valid fingerprint clearance that has been submitted through Community Care Licensing
- Proof of immunization upon hiring