



# Job Description

## Program Aide

Date Revised: June 2022  
Reports to: School Director  
Classification: Part Time (non-exempt)  
Location: 7525 E. Santiago Canyon Road, Silverado, CA 92676  
Position Hours: 6 – 20 Hours/Week  
Shifts available: 8 AM – 12 PM or 2 PM – 5 PM  
Number of Positions: 2+  
Salary Range: \$15 - \$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](http://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**

- AM Shift: (8 AM – 12 PM) 4 hours
  - 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)
  - Set up check-in kiosks to sign in students (assist with sign-in as needed)
  - 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
- PM Shift: (2 PM – 5 PM) *3 hours*
  - Clean up/put away nap beds (& disinfect weekly)
  - Wipe down/disinfect picnic tables & kitchen counters (before snack, after snack)
  - Prepare, distribute and clean up afternoon snack
  - Laundry (towels or nap bedding) as needed
  - Maintain nap bed storage (keep areas organized & clean)
  - Maintain laundry room supply closet (organized & inventory assessment)
  - Load water bottles into dishwasher & start
  - Play yard walk through closing (sweep paths, cover furniture, all materials back to appropriate storage areas)
  - All trash to dumpster
  - Close blinds, lights off, thermostat set for closing
- Both Shifts - ongoing:
  - 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 scheduled by Garden Club
  - 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, 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