

OUR LADY OF GOOD COUNSEL PARISH SCHOOL

AFTER SCHOOL PROGRAM - LATCHKEY ASSISTANT

We are blessed at Our Lady of Good Counsel Parish School (OLGC) in Plymouth, MI to have a beautiful mission to offer life-changing encounters with Jesus and equip leaders to transform the culture. We are called to foster holiness and serve as a center of evangelization and discipleship for students, families, and faculty.

ROLE SUMMARY

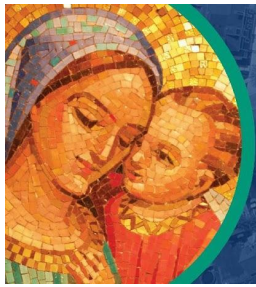
We are seeking a **Latchkey Assistant for our After School Program** to join our OLGC family. The candidate will thrive in a team environment with a desire to advance our mission.

With this in mind, we are asking each prospective member of our team to prayerfully discern:

1. The mission and vision of the Archdiocese of Detroit to renew and reinvent our Catholic schools in missionary discipleship.
2. What it means to have a personal encounter with Jesus and live the faith.
3. What it takes for every staff member to build a cohesive team, culture of prayer, and regularly evangelize and disciple each other.

DUTIES AND RESPONSIBILITIES

- Be a joyful missionary disciple and support the mission of the school.
- Complies with basic policies and staff image in order to serve as a role model to participants of the program.
- Provides customer service support to children, parents, latchkey staff, school staff, other OLGC personnel, and community members.
- Supervises children and maintains state regulated ratio.
- Conducts activities with participants according to the provided schedule and keeps count of those present to ensure safety of participants.
- Utilizes positive behavior strategies and maintains professionalism in interactions with participants.
- Practices regular safety procedures (i.e. supports attendance, drills, area checks, etc.).
- Acknowledges all visitors and maintains a secure environment.
- Attends required training scheduled by the latchkey supervisor.
- Regularly evaluates own performance and interactions with children in order to provide optimal care.
- Other duties as assigned by the latchkey supervisor.



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QUALIFICATIONS:

- High School Diploma or GED equivalency
- Professional experience preferred
- Satisfactory criminal background check
- Completion of *Protecting God's Children*

DETAILS:

- This position is for Monday thru Friday
 - 2:45-5:45 PM
- Reports to the School Principal & Latchkey Supervisor
- Requires approximately 15 hours per week
- Start Date: Mid August, 2023 (exact date TBD)
- Hourly rate

TO APPLY:

Qualified candidates should submit:

- Cover letter
- Resume
- References

Send to: employment@olgcp parish.net
Subject Line: Latchkey Assistant (attachments in PDF format only).
Deadline: Applications will be accepted until position is filled