



Contact: Head of Lower School
employment@greenhillsschool.org

LOWER SCHOOL AFTERCARE ATTENDANT

Department: Lower School

FLSA: non-exempt

Reports to: Aftercare Supervisor

Schedule: Part-time / academic year

Hours: 2:45pm-6:15pm Monday-Friday

Designation: Aftercare attendant

In March 2025, Greenhills School formally acquired Summers-Knoll School to be redesigned and launched as the Greenhills lower school (grades PreK-5) beginning Fall 2026. For the school year 2025-26 at the current Summers-Knoll campus, we seek compassionate and responsible adults to serve as aftercare attendants in our after school program. The after school program includes children from preschool to grade 5 organized into small groups by age.

DUTIES AND RESPONSIBILITIES

- Supervise and engage children ages 3–11 in age-appropriate indoor and outdoor activities at the Summers-Knoll campus from the hours of 2:45pm-6:15pm Monday-Friday.
- Ensure the safety and well-being of all children at all times.
- Maintain a clean, organized, and child-friendly environment.
- Implement behavior guidance in alignment with school policies.
- Support children's emotional and social development through positive interactions.
- Communicate promptly with school staff regarding any concerns or incidents.
- Follow all safety, emergency, and health procedures diligently.
- Promote inclusion, cooperation, and respect among all children.
- Supervise a supportive and safe environment for small cohorts of children after school.
- Keep their supplies and area clean and organized.
- Interact with parents/caregivers during pickup time.
- Attend quarterly paid training.

SKILLS AND EXPERIENCE REQUIRED

- Must be at least 18 years or older.
- Maintain current CPR/First-Aid/Bloodborne Pathogens certification (provided during training).
- Provide a statement of health from a medical physician verifying you are physically fit to work; this must include a clean TB test.
- Must enjoy being outdoors, the majority of time is spent outside in varying weather.



- Must be available to work Mondays - Fridays, 2:45 - 6:15 pm, preferably five days a week.
- Must pass a criminal background check. All prospective employees undergo fingerprint background checks through the FBI and the state police. Contracts are not binding unless screening results are acceptable to Greenhills/Summers-Knoll School.
- Ideally, candidates will be able to work the complete academic year from September through early June.

PHYSICAL REQUIREMENTS TO PERFORM THE ESSENTIAL FUNCTIONS

- Ability to lift and carry children up to 40 pounds as needed
- Frequent bending, kneeling, squatting, and reaching to assist children at their level
- Ability to sit on the floor and get up and down throughout the day
- Stamina to stand and walk for extended periods of time, including outdoor supervision
- Ability to react quickly in emergency situations (e.g., running, lifting, guiding children to safety)
- Sufficient vision and hearing to monitor and respond to children's needs and activities
- Capacity to perform light cleaning duties, such as wiping surfaces or tidying play areas
- Comfort working both indoors and outdoors in varying weather conditions
- Summers-Knoll/Greenhills School property is a tobacco-free environment.

ADDITIONAL INFORMATION

Interested candidates should submit a cover letter with résumé/CV, and three references to employment@greenhillsschool.org with the subject line Lower School Aftercare Attendant.

Compensation: Starts at \$20 / hour commensurate with relevant degrees and experience.

The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This position description is subject to change at any time.

Greenhills School is an Equal Opportunity Employer.