



**Vernon Police Athletic League**  
**25 Church Street**  
**Vernon, NJ 07462**

**Title:** Before Care and/or After School Program Assistant

**Job Description:** Before Care and/or After School Program Assistant will provide supervision and participate in activities as directed to Kindergarten-4<sup>th</sup> and/or 5<sup>th</sup>-8<sup>th</sup> grade students in a positive learning and social environment in either the Before Care or After School Program hours.

**Qualifications:** High School Diploma or General Education Diploma (GED) or currently in High School on a full time basis (*must be 17 years of age or older*)

**Duties and Responsibilities:**

1. Be able to create a fun and safe learning environment.
2. Prepare, facilitate, and participate in large group activities, games, and crafts.
3. Assist students with homework assignments.
4. Ensure that program site is cleaned, all materials and equipment are securely put away every day at the closing time.
5. Take direction from the On-Site Program Director/Supervisor.

**Job Qualifications:**

1. At least 1 year of relevant experience with school aged children
2. Certified in First Aid, CPR and AED
3. Must meet all background clearance requirements
4. Possess love, care and concern for children and enjoy being with and working with them.
5. Ensure that facilities, equipment and materials are respected, maintained and cleaned as required.
6. Required medical physical with wellness clearance and take a Mantoux tuberculin test and provide PAL with results of both.
7. Must have a current NJ State Drivers License.