



**SAINT PETER INDEPENDENT SCHOOL DISTRICT NO. 508
JOB DESCRIPTION**

REVISED: March 2026
TITLE: Saints Overtime High School
REPORTS TO: Saints Overtime Coordinator and the Community & the Family Education Director

QUALIFICATIONS:

Education and Experience:

Must be at least 16 years old and a student in good standing at Saint Peter High School or another local high school.

Knowledge/Skills/Abilities:

- Be comfortable talking and interacting positively with kids and adults.
- Be open to learning new skills to share with participants.
- Be able to work independently with minimal supervision.
- Understand and respect data privacy and confidentiality.

JOB GOAL:

Help create a fun and safe space for kids in the Saints Overtime childcare program! You'll be part of the daily activities, keeping things running smoothly while making sure everyone is engaged and having a great time.

SALARY: \$11.41 per hour

PERFORMANCE RESPONSIBILITIES:

% of time		
25%	1.	Assists with the responsibility of effectively communicating with parents.

		A. Help create a warm and welcoming experience for families! Cheerfully greet parents and kids as they arrive and leave each day. Escort little ones to their classrooms in the morning and reunite them with their parents in the afternoon—all while making their day a little brighter!
75%	2.	Assists with the daily care of Saints Overtime participants. A. Help keep the energy high by preparing and handing out tasty snacks, setting up craft and activity stations, and engaging with participants in meaningful ways.

PHYSICAL EFFORT:

- A. You'll spend some time sitting, but also be on your feet—walking, bending, and staying active.
- B. The role requires light to moderate physical activity, including occasional lifting of up to 25 lbs of program supplies.
- C. Most importantly, you'll need to keep up with and actively help supervise elementary-age students.

WORKING CONDITIONS:

- A. This role takes place in a lively environment with varying noise levels.
- B. You'll work in various locations, such as classrooms, the cafeteria, the gym, the playground, the media center, and the St. Peter Community Center.
- C. Occasionally, you may be exposed to common illnesses.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties, and additional duties may be assigned. The physical demands and work environment described here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs and requirements of the position change.

TERMS OF EMPLOYMENT:

SUPERVISOR:

AGREED TO:

REVIEWED ON:
