

Sheridan Community Schools



Job Title: Program Assistant

Reports to and/or evaluator: FLIGHT Director

Days worked/Year: 180

Program: FLIGHT Before and After School Care

Position Type: Part-Time

Schedule:

- Morning shift: 6:45 AM – 8:15 AM
- Afternoon shift: 2:15 PM – 6:15 PM
(Applicants may work one or both shifts depending on availability)

Please list your job responsibilities and other relevant information:

About FLIGHT

FLIGHT, which stands for **Fun Learning Inspiring Growth Helping Together**, aims to provide a play-based learning environment that encourages responsibility, provides academic support, and spurs creative exploration. FLIGHT, is a nurturing, engaging, and safe before and after school care program designed for students in Kindergarten through 5th grade. We focus on creating a fun, structured environment where children can explore, learn, and grow through play, homework help, and positive social interactions.

Position Summary

FLIGHT is seeking a compassionate and dependable **Program Assistant** to join our team. The Program Assistant plays a key role in supporting the daily operations of the program by engaging with children in a gentle and supportive manner, promoting positive behaviors, and helping to create a welcoming atmosphere for all students.

Key Responsibilities

- Provide gentle and supportive guidance to children in grades K–5
- Assist with homework and encourage academic engagement
- Lead and participate in group games, crafts, and enrichment activities
- Supervise and engage children during free play and structured activities
- Distribute snacks and assist with cleanup
- Redirect behavior positively and help resolve conflicts in a calm, respectful way
- Maintain a safe, clean, and organized environment
- Build positive relationships with children, families, and fellow staff members

- Follow all program policies and procedures to ensure the safety and well-being of participants
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Qualifications

- Experience working with children (preferred, but not required)
 - Friendly, patient, and dependable demeanor
 - Strong communication and teamwork skills
 - Ability to positively guide behavior and promote a respectful environment
 - Must be at least 18 years old
 - Ability to pass background checks
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Working Conditions

- Part-time, split-shift schedule aligned with school calendar
 - Active, hands-on role that may require time spent indoors and outdoors
 - Light physical activity (e.g., kneeling, lifting up to 20 lbs, standing for extended periods)
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Why Join FLIGHT?

- Make a difference in children's lives each day
- Gain valuable experience in childcare and youth development
- Supportive team environment with opportunities for training and growth