

VACANCY ANNOUNCEMENT

Program Aide

Developmental Before and After Care (Db/a)

Associates for Renewal in Education, Inc. (ARE) is seeking part time Program Aide(s). Under the direct supervision of the ECE Manager, the Program Aide is responsible for

- Implementing daily program activities
- Ensure all programmatic components are educationally sound, age appropriate and cost effective
- Manage, maintains and documents the provision of adequate basic services to ensure children's/youth's needs are met
- Compile and assure appropriate documentation is provided for participant files and records in a timely manner
- Plan, implement and participate in educational/recreational activities and/or field trips to expose participants to experiential opportunities ensuring participants receive adequate enrichment opportunities

Requirements:

- One (1) to two (2) years teaching experience preferably with school aged children and/or youth
- Demonstrated knowledge of the childcare systems and theories
- Excellent written and verbal communication skills
- General knowledge of computer technology
- Current CPR and first aid certification, health screening, current criminal and child protection clearance

Please send cover letter and resume or in house application and resume to:

Associates for Renewal in Education, Inc.
45 P Street NW
Washington, DC 20001
ATTN: Human Resources
Fax; 202-667-5299 tholloman@areinc.org