



## **Position: Extended Program Staff**

**Location:** 625 Magdalena Ave, Los Altos, CA

**Compensation:** \$19-\$25 per hour

**Position Type:** Part-Time

**Schedule:** Weekdays, after school hours

### **Position Summary**

Los Altos Christian School (LACS) is seeking a caring and responsible **Extended Day Program Staff** member to supervise and engage students in a safe, Christ-centered after-school environment. This role involves assisting with homework, leading activities, and ensuring student well-being while maintaining school policies and expectations.

### **Key Responsibilities**

- Supervise and engage students in a structured, nurturing environment
- Assist students with homework and provide academic support as needed
- Plan and lead age-appropriate activities, including games, crafts, and outdoor play
- Ensure the safety and well-being of all students by following school policies and procedures
- Communicate effectively with students, parents, and staff
- Maintain a clean and organized environment
- Model Christian values and encourage positive behavior among students

### **Qualifications**

- Experience working with children in a school, daycare, or ministry setting preferred
- Strong communication and interpersonal skills
- Ability to manage groups of children with patience and authority
- CPR and First Aid certification (or willingness to obtain) preferred
- Must be at least 18 years old

### **Faith & Character Expectations**

- Demonstrates a personal relationship with Jesus Christ
- Supports the mission and values of Los Altos Christian School
- Displays a positive, flexible, and teachable spirit

### **Physical & Work Environment Requirements**

- Ability to stand, walk, and interact with students for extended periods
- May need to lift/move up to 25 pounds
- The work environment includes indoor and outdoor supervision

**How to Apply:** Email the following to [Lizette.Hibbert@lacs.com](mailto:Lizette.Hibbert@lacs.com)

- A copy of your resume, cover letter, and references
- **Statement of Faith:** Submit this signed [Statement of Faith](#) with your resume

**Mission:** Los Altos Christian School provides a Christ-centered education, equipping students academically, spiritually, and socially to reach their full potential.