

Diocese of Nashville

<https://dioceseofnashville.com/job/after-care-assistant/>

After Care Assistant

Description

St. Edward Church and School is seeking a dependable and enthusiastic individual to join our aftercare program. This position involves supervising and engaging with students in kindergarten through eighth grade in a safe, positive, and structured environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise students during indoor and outdoor activities
- Maintain a safe, welcoming, and orderly environment
- Engage positively and appropriately with students of all ages
- Assist with student check-in and dismissal
- Monitor snacks, homework time, and recreational activities as needed
- Communicate effectively with students, parents, and school staff
- Follow all school policies and safety procedures

SUPERVISORY RESPONSIBILITIES – None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be at least 18 years old
- Must have a high school diploma or equivalent
- Experience working with children is preferred
- Must be dependable, patient, responsible, and able to work well with students in kindergarten through eighth grade
- Must be able to supervise active indoor and outdoor play
- Must successfully complete all required background checks and school employment requirements

The ideal candidate enjoys working with children, has strong communication skills, and can provide consistent supervision in a busy after-school setting.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

Hiring organization

St. Edward Church and School

Job Location

Nashville, TN

Date posted

September 29, 2026

Valid through

26.12.2026

Interested Candidates should email a cover letter, resume, and three references to Feather Webb at fwebb@stedward.org

The work environment is typical of a school setting with moderate noise levels. Reasonable accommodations may be made for individuals with disabilities.

How to Apply

Interested Candidates should email a cover letter, resume, and three references to Feather Webb at fwebb@stedward.org