



**Johannesburg-Lewiston  
Area Schools**

10854 M32 East  
Johannesburg, MI 49751  
989-732-1773

**NOTICE OF VACANCY**

November 2, 2022

Internal/External Posting

<b>Johannesburg Cardinal Club After School Staff Member</b>	
<b>Job Summary</b>	Provide a positive safe after school experience that is socially and developmentally sound for children in Kindergarten through Eighth grade (through 13 years old) while following state license requirements.
<b>Qualification Requirements</b>	<ul style="list-style-type: none"> <li>• Must be at least 16 years of age</li> <li>• Enjoy interacting with school age children</li> <li>• Reliable, self sufficient and problem solve</li> <li>• Available to work after school until 6:00</li> <li>• Work well with the directors and other staff members</li> <li>• Be willing to complete Michigan Health and Safety Training 1 &amp; 2 and CPR/First aid training</li> </ul>
<b>Essential Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Supervise students</li> <li>• Be involved in daily activities</li> <li>• Set up &amp; clean up classroom</li> <li>• Interact with children and parents</li> <li>• Complete 16 hours of Yearly Professional Development</li> <li>• Have fun and enjoy the students!!</li> </ul>
<b>Hours of Work</b>	<ul style="list-style-type: none"> <li>• 2:45 p.m. - 6:00 p.m. Regular School Scheduled Days</li> <li>• 12:00 p.m.- 6:00 p.m. School Scheduled Half Days</li> <li>• Times can be flexible if staffing requirements are met</li> </ul>
<b>Application Deadline</b>	Until filled.
<b>Method of Application</b>	<p>All interested candidates should submit a resume and letter of interest to:</p> <p style="text-align: center;">Katy Xenakis-Makowski, Superintendent 10854 M32 East Johannesburg, MI 49751 <a href="mailto:applications@jlas.org">applications@jlas.org</a></p>

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