

PART-TIME EMPLOYMENT OPPORTUNITY

Recess Attendant

POSITION TYPE	REPORTS TO	PAY	NORMAL HOURS
Part-Time	School Administration	\$16.50/hour	10:30 a.m. - 1:00 p.m.

POSITION SUMMARY

Golden Valley Christian Academy is seeking a dependable, attentive, and positive Recess Attendant to supervise students during lunch and recess periods.

The Recess Attendant helps maintain a safe, orderly, and enjoyable environment while encouraging students to demonstrate kindness, good sportsmanship, and Christlike behavior. This is an active, hands-on position requiring consistent supervision, positive interaction with students, and clear communication with teachers and administration.

PRIMARY RESPONSIBILITIES

Student Supervision and Safety

- Actively supervise students during lunch, recess, and transitions between assigned areas.
- Remain attentive and appropriately positioned to observe student activities.
- Enforce playground, lunch-area, and school safety expectations consistently.
- Identify and respond promptly to unsafe behavior, injuries, or other concerns.
- Ensure students remain within designated supervised areas.
- Notify the school office or administration of injuries, significant behavioral incidents, or safety concerns.
- Follow school procedures during emergencies and student incidents.

Student Behavior and Culture

- Encourage kindness, inclusion, good sportsmanship, and respectful behavior.
- Help students resolve minor disagreements calmly and appropriately.
- Redirect inappropriate behavior and apply school expectations consistently.
- Support students who may need assistance joining activities or interacting successfully with peers.
- Model patience, fairness, professionalism, and Christlike character.
- Refer serious or repeated behavioral concerns to teachers or administration.

PRIMARY RESPONSIBILITIES

Lunch and Recess Support

- Help maintain an orderly and positive lunch environment.
- Assist students with routine needs during lunch and recess.
- Encourage students to clean their eating and activity areas.
- Help distribute, collect, and organize playground equipment.
- Inspect playground areas and equipment for visible hazards or damage.
- Report damaged equipment, unsafe conditions, or maintenance concerns.
- Assist with transitions to and from classrooms as assigned.
- Perform light cleanup associated with the lunch and recess periods.

QUALIFICATIONS

- Dependable, punctual, and attentive.
- Comfortable supervising groups of children.
- Able to communicate clearly and respectfully with students and staff.
- Capable of responding calmly and appropriately to conflicts, injuries, and unexpected situations.
- Able to enforce expectations fairly and consistently.
- Willing to work outdoors in varying weather conditions.
- Able to stand and walk for extended periods.
- Able to maintain student confidentiality.
- Supportive of GVCA's Christian mission and values.
- Prior experience working with children is preferred but not required.
- Must be able to satisfy all school employment and background-screening requirements.

SCHEDULE

DAYS	HOURS	TYPICAL WEEK	PAY
Monday-Thursday	10:30 a.m.-1:00 p.m.	Approx. 10 hours	\$16.50/hour

The schedule follows the school calendar and may be adjusted occasionally based on school needs, activities, or special events.

MISSION ALIGNMENT

All GVCA employees are expected to support the school's Christian mission, model Christlike character, and contribute to a safe, encouraging, and faith-centered environment for students, families, and staff.