



2025-2026 School Year Job Posting

Position: Clubhouse Staff

Job ID: 111

Job Objective: Serves as a part-time childcare provider for Norwalk Catholic.

General Summary: To teach and to model the Catholic faith in a way that realizes the threefold purpose of Catholic Education: to teach the message revealed by God which the Church proclaims, to build community in the life of the Holy Spirit, and to serve the human community.

Minimum Requirements:

- Practicing Catholic Preferred: Help carry on the mission of Christ's church.
- Must successfully pass the required background check and all requirements of the Toledo Diocese VIRTUS program prior to employment and maintain a satisfactory background check throughout employment.
- The applicant must be at least 18 years old, have a high school diploma or equivalent.
- Prior training and/or experience in early childhood education or child development is strongly preferred.
- Plan appropriate activities designed to meet the needs and abilities of the children in the program.
- Provide the class with opportunities to work together to promote social growth.
- Encourage independence, self-confidence and positive self-image through a variety of activities.
- Select activities that provide for both quiet and active play.
- Provide an attractive, stimulating environment in which to learn.
- Provide a loving, caring, atmosphere.
- Ensure the safety of all children in your care.
- Carry out the schedule of the day.
- Observe student to adult ratios as stated by the Ohio Department of Education.
- Observe the hours established by the Director of the Early Childhood and/or the Elementary Principal.
- Post communication of activities and snacks in an agreed upon format for parents.
- Must be reliable, punctual, and adhere to NC guidelines as outlined in the Employee Handbook.
- School age operating hours will be 6:00am - 9:00am and 3:00pm – approx. 6:30pm Monday - Friday.
- Preschool clubhouse operating hours are 6:00am – approx. 6:30pm, Monday - Friday and will vary based on scheduling needs.

Apply by completing the Employment Application found on:

www.norwalkcatholic.org/employment

Application Deadline: Until Filled