



After School Activities Coordinator

Position Start Date: Open now and 2024-2025 Academic year

Status: Part-Time

This Coordinator role will lead the School's after school program and oversee the content, bookings, staffing, budget and enrollment of the School's after school enrichment programs and PM programs. This position reports to the Associate Head of School, or to the Head Of School, in her absence.

1. The Coordinator of ASA will be present on campus Monday through Thursday from 2:30pm to 4:30pm, or until the last student has left campus
2. The Coordinator is responsible for organizing and booking after school enrichment activities with the approval of the Associate Head and Head of School.
3. The Coordinator is the lead teacher for the PM program and is responsible for hiring and training staff for the PM program.
4. The Coordinator shall recommend or develop after school programming for LS and MS based on the mission and values of the school.
5. The Coordinator will maintain enrollment lists and coordinate with the Business Manager for billing.
6. The Coordinator shall work with the Associate Head and Head School to evaluate the profitability of the programs.

The successful candidate will join a close-knit teaching and learning community. A high degree of teamwork, collaboration, and communication are a must; a sense of humor is appreciated.

Successful candidates will have:

- Experience working with children
- Understanding of child development and empathy for students
- Ability to work in a collegial and highly collaborative environment
- A growth mindset, creative approach, and excellent organizational and communication skills
- Excellent references