Extended Day Leader

Type: Part-Time  
Supervisor: Director of Co-Curricular Programs  
Begin: August 27, 2019  
Deadline to apply: ASAP! Positions to be filled immediately

Job Description

Our Extended Day program needs kid champions to lead our Preschool-Middle School students in productive and creative academic and enrichment investigations after school in a semi-structured environment. We prefer adults who have worked with students before in classroom or camp experiences, are interested in child development, and have boundless energy in the afternoons from 2:15-6:00 p.m. This position lasts from Tuesday, September 3, 2019 to Thursday, June 4, 2020 and follows our school’s calendar with days off when school is not in session. Training days are scheduled for August 27-29, 2019. Successful applicants will demonstrate the ability to:

- Show energy, punctuality, dependability, and creativity
- Manage irregularity of student attendance
- Arrive by 2:15 p.m. Monday-Friday (non-negotiable). Staffing rotates so that Extended Day Leaders leave at 5:00, 5:30, or 6:00 p.m. (10-15 hours per week.)
- Create plans to supplement academic, enrichment, or social needs of the children in Extended Day
- Work well with other after school leaders to form a positive, supportive team atmosphere.
- Set personal goals
- Keep track of schedules and attendance
- Tolerate moderate to loud noise levels
- Participate, as needed, in bending, stooping, stretching, squatting, pushing, pulling, sitting, and walking to support the emotional and physical needs of students

In the cover letter, please respond to the following questions:

1) What is your philosophy on how an after school program experience can change a child’s life?  
2) How do you manage chaos in your life as it may relate to a group of children?

Please direct cover letters and resumes to:  
Lindsey Pearson, Associate Director of Co-Curricular Programs  
lpearson@ccookschool.org

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