



Extended Day Leader

Type: Part-Time

Supervisor: Coordinator of Co-Curricular Programming

Begin: August 25, 2021

Deadline to apply: Ongoing

Mission Statement

Catherine Cook empowers students from preschool through eighth grade to be adaptive, confident, and productive stewards of an evolving world. Our community engages with ideals of cultural competence, progressive academics, ethical literacy, and innovation designed to inspire personal excellence and compassionate leadership.

Diversity Statement

Catherine Cook School is committed to creating and sustaining a diverse and compassionate community grounded in a culture of integrity.

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, September 1, 2021 through Thursday, June 9, 2022 and follows our school's calendar with days off when school is not in session. Training dates are scheduled for Wednesday and Thursday, August 25-26. Successful applicants will demonstrate the ability to:

- Show energy, punctuality, dependability, and creativity
- Arrive by 2:15 p.m. Mondays, Tuesdays, Thursdays, Fridays and 1:15 p.m. on Wednesdays (non-negotiable).
- 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
- Manage irregularity of student attendance and keep track of schedules
- 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:

Susan Custer, Coordinator of Co-Curricular Programming | scuster@ccookschool.org

Visit www.catherinecookschool.org to learn more about our school and culture. Catherine Cook School is an equal opportunity employer.