



Extended Day Staff Member *Multiple Positions Open*

Type: Part-Time (Days and hours are flexible)

Supervisor: Coordinator of Co-Curricular Programming

Begin: August 29, 2022

Deadline to apply: August 1, 2022

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

Catherine Cook is currently looking to hire multiple part-time Extended Day Staff for the 2022-23 school year. Our Extended Day program is sorted into groups based on age and is an opportunity for students to remain on campus safely until dismissed for the day. Students will have a snack, participate in homework help, group activities, crafts, sports, and a time to socialize with friends. The ideal candidate is comfortable leading groups of children, confident in their ability to create a safe environment, and has experience working with school-aged children. Preference will be given to those who have experience working with young children, specifically in a school or camp setting.

This position will follow the academic calendar. The first day of school is September 6, and the last day is June 8, following all school breaks and holidays. During onboarding, Extended Day Staff can request a 5-day work week or specific days that work with the person's availability. The Ext. Day schedule is typically 2:15-5:15 or 6:00 p.m. (Monday-Friday).

Duties and Expectations:

- Must be energetic, punctual, reliable, patient, consistent, and can take directions from Supervisor and make sound decisions
- Good communication skills
- Plan and facilitate age-appropriate activities
- Responsible for the safety and supervision of students, including food allergies
- Manage student attendance by checking them in and out and keeping track of after school schedules
- Prepare and set up activities, snacks, and supplies for specific age group
- Housekeeping: Comfortable picking up after students, cleaning up spills, wiping down tables, ensuring classrooms and other areas of the school are tidied up before leaving for the day
- Comfortable with the use of walkie-talkies and safely escorting children out to their cars at the end of the day
- Adapts well to changes in schedules
- Work well with other after school leaders to form a positive, supportive team atmosphere
- Tolerate moderate to loud noise levels
- Participate, as needed, in bending, stooping, stretching, squatting, pushing, pulling, sitting, and walking

Please send resume and cover letters 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.