

**Posted** October 2018

**School** Mark Day School - San Rafael, CA

**Position** After School Club Staff (Part Time Position Beginning Immediately)  
Three or four days per week - 2:30pm – 5:30pm

**Description** - Our focus is to provide a safe space after school to allow children the freedom to create, to explore their world through play in an opened ended way, and to learn to become good community members. Our primary goal is to be a service to our community and help students' transition between their school day and home. We are responsible for supporting students in their homework, service regular healthy snacks and providing meaningful enrichment opportunities to help students continue to learn, develop and grow.

### **After School Club (ASC)**

#### **Responsibilities**

- Interact and engage with students K-8
- Help maintain the safety and tracking of students
- Prepare and serve a healthy snack to students
- Assure student behavior is consistent with the school day expectations of stewardship, responsibility for one's actions, respect for all, and being a caring member of the community
- Help maintain a calm, clean environment indoors and outdoors
- Assist with homework and projects as needed
- Mediate disputes between students as needed
- Collaborate with fellow team members to achieve and advance program goals
- Demonstrate behavior that is professional, ethical, and responsible
- Maintain consistent, punctual and regular attendance

#### **Qualifications**

- Experience working with students in a school and/or educational setting
- Leading activities, teaching, resolving conflicts, and supporting individual student growth
- Enthusiasm, creativity and a love of children
- Strong communication and collaboration skills with both students and adults

### **More About Mark Day School**

Founded in 1980, Mark Day School is an independent, co-educational K-8 school located in the Bay Area in San Rafael, CA, with an enrollment of 380 students. Innovative, inclusive, and full of heart, Mark Day School unites an enriched, challenging academic program with a kind and inclusive community. The school nurtures a love of learning, engagement in the community, and development of compassion and an ethical framework. Students learn and practice the intellectual, social, and emotional skills they will apply to the unique challenges and opportunities of their time; graduates stand out not only for their intellectual curiosity and pursuit of ideas, but also for their joy of learning and deep sense of responsibility to be active, engaged citizens.

**Interested candidates should contact Kim Danforth at [kdanforth@markdayschool.org](mailto:kdanforth@markdayschool.org)**