

PDS Clubhouse Assistant

Job Title: Clubhouse Assistant
Department: Extended Day & Clubhouse
Reports to: Mrs. Lynn Mayhew, Director of Extended Day
FLSA Status: Non-Exempt
PDS Status: Part-time, Non-benefited

Providence Day is seeking a well-rounded, energetic individual who would like to work with Middle School students in a casual after school environment.

The ideal candidate should have great communication skills, enjoy talking about sports, enjoy taking students outside for pick-up games in basketball, football and soccer, be knowledgeable of current video games and social media apps, willing to assist in daily snack set-up and present themselves as a role model.

Hours are 2:30-5:30 p.m. M-F.

Application Process: Applicants should submit a cover letter of interest, current resume, and a list of references with telephone numbers. Materials should be sent to the provided email address.

lynn.mayhew@providenceday.org

This position is open until filled. Providence Day School is an equal opportunity employer (EOE).