



Marin Academy
Part-Time Crossroads Program Coordinator
Beginning August 2022

Marin Academy seeks an experienced Educator or Program Coordinator for a part-time after-school Program Coordinator position for the 2022-2023 school year.

Position Schedule:

- 10 hours/week throughout the school year.
- Tuesdays 3–5 p.m., Wednesdays 3–5 p.m., Thursdays 3-5 p.m.
- An additional 4 hours per week will be scheduled for meeting and prep time between 9 a.m. - 3 p.m.
- There will be 3-4 weekend and evening commitments throughout the year (Family orientation, workshops, celebrations, etc.).

Overview of the Crossroads Program:

Crossroads is an after-school program for seventh and eighth-grade students attending public middle schools in San Rafael. Students apply to the program at the beginning of their 7th-grade year and commit to the program for a two-year period. The major objective of Crossroads is to equip students with the skills they need for success in middle school, high school, college, and beyond. We believe that these students are at an important crossroads in their lives, and we are committed to providing them with the support, skills, and information to improve their access to educational opportunities. For more information about Crossroads, please visit [our website](#).

Crossroads is a program of Marin Academy, an independent, college preparatory high school located in San Rafael, CA with an enrollment of approximately 450 students with academic talent, interest in the arts and athletics, and a passion for a multitude of issues. The Crossroads program was born out of Marin Academy’s mission statement, which “asks every individual to think, question, and create in an environment of encouragement and compassion, and challenges each person to accept the responsibilities posed by education in a democratic society.” The school is a vibrant and diverse community, and students and teachers alike continue to work towards the furthering of an inclusive and supportive school. Marin Academy students participate as tutors and teachers within the Crossroads after-school program. Marin Academy is an equal opportunity employer and people of color and women are encouraged to apply. For more information about Marin Academy, please visit our website (www.ma.org).

Position Description & Qualifications:

Crossroads seeks an experienced, professional candidate who is both organized in their ability to coordinate an after-school program and skilled in working with high school and middle school students. The Crossroads Program Coordinator will spend about 50% of their time organizing program logistics in the Crossroads office on the Marin Academy campus and 50% of their time providing direct service during our after-school program at MA on Tuesday afternoons, Davidson Middle School on Wednesday afternoons, and Venetia Valley Middle School on Thursday afternoons. The Crossroads Coordinator will also do supply runs off-campus as needed. If the program is at any time virtual, the Crossroads Coordinator will support with facilitating Crossroads sessions on Zoom. Candidates must be personable, organized, independent, creative, flexible, and cooperative.

Minimum Requirements:

- Ability to communicate with both adults and students effectively
- Commitment to social justice, anti-racism, and equity in education
- Strong organizational skills
- Experience with basic computer software (Zoom, MS Office, Google Docs, Internet, Email)
- A valid driver's license and willingness to drive students in school vans
- A valid driver's license to do supply runs to local stores (Target, Costco, Michael's Craft Store, Safeway, etc.).

Desired Qualifications:

- Spanish speaking and writing fluency (ability to make phone calls in Spanish and translate documents)

How to Apply:

Interested candidates may apply by sending a resume, cover letter, and the names and contact information for three references to:

Abby French, Crossroads Director
1600 Mission Avenue
San Rafael, CA 94901

Electronic submissions of resume and letter of interest may be sent to afrench@ma.org.

Please no phone calls about the position. Applications will be reviewed on a rolling basis.