



# HEWITT

**Job Title: After-School Coordinator**

**Department: Hewitt After-School**

**FLSA Status: Non-Exempt**

**The Hewitt School - New York, NY**

## ABOUT HEWITT

Established in 1920 and located in New York City, The Hewitt School is an independent K-12 girls' school whose mission is to inspire girls and young women to become game changers and ethical leaders who forge an equitable, sustainable, and joyous future. Hewitt empowers and expects our community members to embrace multiple points of view, to engage others with empathy and integrity, and to champion equity and justice in all areas of our lives. As a community, Hewitt is fully committed to a culturally diverse faculty, staff, and student body.

## POSITION SUMMARY

The after-school coordinator will report directly to the director of auxiliary programs and will be responsible for providing a safe, nurturing, educational, and recreational-based environment as part of the Hewitt auxiliary program. The coordinator is expected to behave in a professional manner at all times, including dress and speech. The coordinator is expected to treat all members of the Hewitt community with respect, understanding, and a sense of responsibility.

## ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Create and develop age appropriate and enriching after-school projects and activities
- Lead the instruction of enrichment activities in an engaging and caring way
- Communicate timely and effectively with parents, guardians, and caregivers in all aspects of the after-school programming, scheduling, special events, incidents or accidents, if any
- Serve as liaison with specialty class instructors to ensure the efficiency of all classes
- Dismiss students to authorized adults and keep an accurate record of the dismissal time and any changes
- Be responsible for snacks distribution, space setup and cleanup, attendance, dismissal and program supervision
- Maintain and organize all supplies, equipment, and materials, and advise the director of auxiliary programs when supplies are needed
- Respond to emergencies in a calm and professional manner and communicate with all parties involved in a timely manner
- Supervision of students on conference days and during School evening events
- Assist with summer camp program wherever needed
- Additional duties as needed with assisting lower school students

## QUALIFICATIONS REQUIRED

- Demonstrated commitment to anti-bias education and social justice
- Knowledge of and experience with supervising children and acting as a positive role model
- Reliable and dependable
- Work a flexible schedule to meet program needs
- Excellent written and verbal communication skills
- Knowledge of Google Suite (Gmail, Google Docs, Google Sheets, Google Slides)

## QUALIFICATIONS DESIRED

- A bachelor's degree in early childhood education, development or psychology or similar experience is desired
- Culturally responsive approach to teaching
- Proficient with Mac platforms; comfortable with technology or demonstrated ability to learn quickly
- Commitment to student life

## SALARY RANGE

Starting Salary Range: \$25.00 per hour to \$30.00 per hour (salary based upon, but not limited to, relevant experience and expertise)

TO APPLY: Please submit a resumé, cover letter, and examples of previous relevant work to [employment@hewittschool.org](mailto:employment@hewittschool.org). Cover letters should reflect a careful reading of The Hewitt School's website, including the School's academic philosophy. **Please reference the job title in the subject line of your email.** No phone calls, please. Recruitment will remain open until the position is filled; applicants should apply as soon as possible for consideration.

## IMPORTANT INFORMATION

The Hewitt School is an Equal Opportunity Employer. It has been and will continue to be a fundamental policy of the School not to discriminate on the basis of any category prohibited by applicable federal, New York State and/or New York City laws/regulations. This policy applies to all aspects of the employment process, including hiring, promotion, demotion, compensation/benefits, performance evaluations, disciplinary actions, training, working conditions, layoff, and termination.