



Art/Building After School Instructor, including Lunch/Recess duties

August 15th, 2023- June 7th, 2024, Monday-Friday 11-6pm

Reports to the Director of PM, the Lower School Head, and the Head of Safety

Marin Country Day School, an independent, coeducational day school with an enrollment of 600 students in grades K-8, is currently seeking to fill the following position. The position during the day would consist of recess and lunch duties for kindergarten-4th grade. As well as covering a 30-minute lunch break for the main kiosk of our campus. In addition, plan structured art or building activity for the students after school while tracking and purchasing art supplies as needed

Once the school day is over, this position works in our after-school program(PM). PM is the after-school care program available to students in grades K-4. The PM Program is led by the Director of PM and the PM Coordinator, with four qualified instructors assisting. Considered a place for students to play and have fun, PM provides a balance between structured and self-directed activities. PM instructors encourage students to use their creative minds through various structured art and building projects while building on the skills of teamwork and developing self-esteem through sporting games and activities.

Responsibilities include but are not limited to:

- Supervise students during recess
- Supervise students in the game room
- Prepare and serve snack for students
- Attend monthly staff meetings
- Supervise and support teachers and students during outside lunchtime
- Plan and lead a structured art or building activity for K-4th everyday
- Track and purchase art supplies as needed

The following responsibilities are for 30 minutes a day while covering the front kiosk lunch break

- Assist in providing a safe and secure environment for students, faculty/staff, and guests on campus
- Greet, sign in, and direct all visitors
- Monitor security cameras

Qualifications:

- Solid understanding of child development
- Experience teaching art to children
- Strong verbal communication skills
- Sense of humor
- Ability to both lead and follow others

- Strong conflict resolution skills
- Strong team player
- Strong emotional well-being
- Dependable, responsible, and reliable
- Great ability to multitask
- Enthusiastic and energetic
- A.A. or B.A. degree with a background in Education or Child Development is preferred but not required

MCDS is an equal-opportunity employer and promotes the principles and practices of diversity throughout the school community.

Compensation is \$26-\$29 an hour based on experience, and benefits are included.

Please send your cover letter and resume to employment@mcds.org.