



Extended Day Staff *Multiple Positions Open*

Type: Part-Time (Selected days and hours are flexible)

Supervisor: Director of Auxiliary Programs and Office Operations

Begin: August 14, 2023

Mission Statement

Catherine Cook School is a vibrant learning community that fosters curiosity, develops critical thinking, and inspires compassionate leadership for students in preschool through 8th grade.

Diversity Statement

Catherine Cook School is committed to creating and sustaining a diverse and compassionate community grounded in a culture of integrity.

Job Description

Catherine Cook is currently looking to hire multiple part-time Extended Day Staff for the 2023-2024 school year. Our Extended Day program is sorted into groups based on age and is an opportunity for students to remain on campus safely until dismissed for the day. Students will have a snack, participate in homework help, group activities, crafts, sports, and a time to socialize with friends. The ideal candidate is comfortable leading groups of children, confident in their ability to create a safe environment, and has experience working with school-aged children.

This position will follow the academic calendar with additional opportunities to work more hours during in-service days, school breaks, and summer camp. The first day of school is August 30, and the last day is June 7, following all school breaks and holidays. During onboarding, Extended Day Staff can request a 5-day work week or specific days that work with the person's availability. The Ext. Day schedule is typically 2:15-5:15 or 6:00 p.m. (Monday-Friday).

Essential Tasks and Expectations

- Must be energetic, punctual, reliable, patient, consistent, and can take directions from Supervisor and make sound decisions
- Good communication skills
- Plan and facilitate age-appropriate activities
- Responsible for the safety and supervision of students, including food allergies
- Manage student attendance by checking them in and out and keeping track of after school schedules
- Prepare and set up activities, snacks, and supplies for specific age group
- Housekeeping: Comfortable picking up after students, cleaning up spills, wiping down tables, ensuring classrooms and other areas of the school are tidied up before leaving for the day
- Comfortable with the use of walkie-talkies and safely escorting children out to their cars at the end of the day
- Adapts well to changes in schedules
- Work well with other after school leaders to form a positive, supportive team atmosphere
- Tolerate moderate to loud noise levels
- Participate, as needed, in bending, stooping, stretching, squatting, pushing, pulling, sitting, and walking

Compensation and benefits are competitive and commensurate with education and experience. Visit catherinecookschool.org to learn more about our school and culture. Catherine Cook School is an equal opportunity employer.

Qualified candidates, please [click here](#) to complete an application and submit a resume. If you have questions or need additional information, please contact Rachel Pujol, Director of Auxiliary Programs and Office Operations, at rpujol@ccookschool.org.