



## **Auxiliary Coordinator**

### **Job Description:**

The Auxiliary Coordinator at The Shlenker School is a pivotal role responsible for overseeing Extended Day activities and staff in both the Early Childhood and Elementary divisions. This is a 30-hour, 12-month position with hours from 12:00pm-6:00pm (Monday through Friday). Hours may vary during summer months and/or special programming days. In addition to overseeing the Early Childhood and Elementary extended day staff, the Auxiliary Coordinator will also serve as the direct supervisor to the Elementary After School Coordinator.

### **Responsibilities:**

- Oversee and manage Extended Day programming and staff in both the Early Childhood and Elementary divisions.
- Communicate effectively with parents and staff.
- Implement emergency procedures when necessary and provide first aid care as needed.
- Ensure compliance with daycare licensing requirements.
- Organize sign-in/sign-out sheets and work closely with Division Heads to ensure appropriate staffing for both programs (Early Childhood Extended Day and Elementary Extended Day).
- Maintain open communication with direct supervisors.
- Facilitate and oversee special childcare days when school is not in session.

### **Candidate Requirements:**

- Experience working with multi-aged students (infant through fifth grade)
- Ability to lead faculty members and manage an organized program.
- Strong judgment and problem-solving skills.
- Valid CPR certification.
- Creativity in designing and implementing robust programming for students.

### **Qualifications:**

- Bachelor's degree in Education or a related field (preferred).
- Demonstrated ability to work collaboratively with faculty, staff, and parents.
- Familiarity with daycare licensing requirements.
- Excellent communication and organizational skills.

To apply, please send a resume to Mr. Joel Bruff ([jbruff@shlenker.org](mailto:jbruff@shlenker.org)) and Mrs. Evan David ([edavid@shlenker.org](mailto:edavid@shlenker.org)).