

## ***Job Posting:***

### ***Auxiliary Programs Coordinator***

Start Date: August 2024

Status: Full-time, Exempt/Salaried, Year-round position

Schedule: 10 am – 6 pm

Ruffing Montessori School, an independent, co-educational school serving children 18 months through 8th grade, in Cleveland Heights, Ohio, seeks bright, energetic, and collaborative individuals to apply to be our next Auxiliary Programs Coordinator. The incumbent will plan and implement all auxiliary programs including after school care, enrichment classes, and seasonal camps; secure program staff and instructors; supervise and support auxiliary program staff and camp counselors; collaborate with the Ruffing team to ensure the continued success and growth of our popular auxiliary programs. The incumbent will work with a mentor for the first year and an advisory committee on an ongoing basis, as well as key members of the Ruffing administration.

The ideal candidate will demonstrate enthusiasm for working with children, and possess a nurturing character, a positive spirit, creativity, flexibility, patience, and a growth mindset. The incumbent will respect the necessity for consistent attendance and punctuality and will appreciate working cooperatively in an atmosphere of respect. The ideal candidate will have a bachelor's degree in education, recreation, or a related field and will have teaching/childcare/camp management experience. Most of all, the successful candidate will demonstrate keen enthusiasm and appreciation for Ruffing's culture, values, and mission:

*"The mission of Ruffing Montessori School is to employ the philosophy and methods of Dr. Maria Montessori to educate young people to their fullest potential, instilling a deep sense of personal independence and social responsibility. With the knowledge that they are citizens of the world, they will contribute to that world by making decisions based on the highest order of ethics and conscience."*

Ruffing Montessori School encourages individuals of all ethnic, racial, and socioeconomic backgrounds to apply for this position. We are committed to maximizing the diversity of our organization, as we want to engage all those who can contribute to our mission.

#### How to Apply:

Interested candidates are encouraged to submit a letter of interest, current resume, and list of three references to [employment@ruffingmontessori.net](mailto:employment@ruffingmontessori.net). Materials will be reviewed as received and interviews will follow. The School is eager to find the best candidates to fill these roles and will be prepared to immediately hire the right candidates.

Salary Range: \$40,000 - \$55,000 commensurate with education and experience

#### Benefits:

- 403(b) retirement plan
- Health insurance
- Life Insurance
- Dental insurance
- Vision insurance
- Flexible Spending Account
- Dependent Care Account
- Paid Time Off
- Parental Leave
- Professional Development Assistance

#### Education:

- High school or equivalent (Required)
- Bachelor's degree (Preferred)
- AMI Montessori training diploma (Ideal)

#### Experience:

- Childcare: 1 year (Required)
- Classroom: 1 year (Preferred)
- Classroom Management: 5 yrs+ (Ideal)