



Cape Fear Academy Job Announcement

We are seeking energetic, personable applicants to serve as After School Program Assistants for the 2025-2026 school year (start in August 2025).

Cape Fear Academy is a learning community committed to discovering and developing individual potential, preparing each student for success in college and life.

Located in Wilmington, NC, Cape Fear Academy is southeastern North Carolina's premier PK3-12 independent school. A learning community of 750+ students and 120+ faculty and staff members, CFA is guided by the mission of discovering and developing individual potential. To accomplish this goal, CFA offers students an impressive array of opportunities in academics, the visual and performing arts, and athletics. Our 47-acre campus has state-of-the-art facilities that provide a rich and inspiring physical environment for students to explore and develop their passions. More important, CFA boasts a committed faculty and staff who live the school's mission in their daily interactions with students.

Teachers at Cape Fear Academy deliver high quality instruction that emphasizes critical thinking, written and oral communication, and collaboration in a technology-rich environment. CFA's academic curriculum, recorded in an online mapping system, establishes clear, coordinated goals for each course and grade level while still allowing teachers the freedom to be creative and innovative in their instructional choices. Academic departments foster collaborative decisions about curriculum, materials, and departmental goals. This high level of collegiality as well as support for continuous professional development make CFA an ideal place to grow professionally.

All members of the CFA community are familiar with and expected to uphold and foster the core values of respect, integrity, resilience, and accountability. These core values are the cornerstone for a newly-developed leadership program that empowers students to develop leadership skills, enabling them to go further in school and in life.

After School Program Assistants

Scope of Role:

Under the guidance of the After School Program Coordinator, the After School Program Assistant plays a key role in fostering relationships with students and leading activities within Cape Fear Academy's After School Program. Assistants are responsible for managing student activities in alignment with the mission, goals, and policies established by the school.

Major Responsibilities:

- Supervise and build relationships with a group of students grades PK – 8.

- Mentor and model responsible behavior while leading children in the program.
- Implement program activities designed by the After School Program Coordinator, ensuring they are culturally relevant, developmentally appropriate, and aligned with Cape Fear Academy's standards.
- Create and maintain a fun, safe, friendly, and challenging environment for students.
- Serve as a mentor and model responsible behavior while guiding students in the program.
- Foster relationship-building skills through all interactions and maintain positive relationships with students, parents, staff, and other members of the Cape Fear Academy community.
- Follow Cape Fear Academy's policies and procedures, including those related to medical and disciplinary situations, child abuse prevention, and emergency protocols.
- Ensure that all spaces and equipment used in the program are well-maintained and left in a clean and organized condition each day.
- Attend staff meetings and participate in training sessions.
- Maintain clear, consistent, and effective communication regarding responsibilities.
- Perform other duties as assigned.

**Job Schedule (Days): Monday; Tuesday; Wednesday; Thursday; Friday
(We are willing to consider applicants who cannot work each day of the week.)**

Job Schedule (Time): 2:30PM-5:30PM

Qualifications:

Knowledge, Skills and Abilities:

- Must be at least 18 years of age.
- Previous experience working with children or teens is preferred but not required.
- Experience preferred in one or more of the following areas: outdoor education, planning and organizing activities, crafts, songs/music, skits, sports, recreational games, etc.
- Specific certifications and/or training may be required.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

Education: Associates Degree or Bachelor's Degree preferred, but not required.

Experience: Background in childhood education or daycare environment preferred. Experience working with children from ages PK-8 required.

Equivalency:

Directly related experience or a combination of directly related education and experience may be considered in place of the above requirements.

Physical Requirements/Working Environment:

- Ability to sit, stand or walk for the majority of a normal workday.
- Ability to pull/push/carry up to 25 lbs. of equipment.

- Must be able to lift and carry preschool children short distances, up to 30 lbs.
- Must be able to see and have close vision, distance vision, and the ability to adjust focus.
- Must be able to hear sufficiently in order to communicate with others and monitor students.
- Must be able to speak clearly and loudly enough to be understood, occasionally from a distance of 25 feet.
- Must be able to work effectively in an environment with moderate noise level.

Compensation: A competitive hourly rate offered.

To apply please use the link below:

<https://recruiting.paylocity.com/recruiting/jobs/All/bad901c1-f066-460d-90a1-32df81fba70b/Cape-Fear-Academy>