



Position: After School Program Assistant

Hours: 2:30 - 5:30 pm, Mon - Friday

Approximately 15-20 hours per week during school year with opportunities to work up to 40 hours per week during summer and other school closures

Reports to: Business & HR Manager, Director of Teaching and Learning (DTL)

Blue Oak School is seeking a thoughtful and organized person who enjoys working with kids to manage our after school program. The After School Program Coordinator assumes responsibility for day-to-day operations, supervision, and monitoring of all after school activities. This role includes supervising students, overseeing dismissal and pick-up throughout the afternoon, logging check-in and check-out times for billing purposes, managing activity sign-ups, and supporting parents, after-school snack set-up, end of day clean-up and helping securing the school building and grounds at the end of the day. There are approximately 10, pre-scheduled, full “camp” days that are supported by this position during the school year and full-time summer camp opportunities available as well.

Key Responsibilities

- Support and supervise students during after-school hours and support holiday camps
- Collaborate with the Business & HR Manager, DTL, Auxiliary Program Coordinator to support the development of after-school programming
- Work closely with and collaborate with other after school staff
- Clear the yard of student belongings and equipment each day, lock and arm the school building.
- Organize daily healthy snacks
- Provide programming during institute/conferences day and school closures 8:30am-5:30 pm.
- Cultivate positive relationships with all students and manage groups of children effectively
- Communicate positively and effectively with BOS parents and staff
- Collaborate with BOS administration and faculty to ensure the after-school program quality and consistency is aligned with BOS mission and vision
- Coordinate with the Business & HR Manager to support attendance and billing systems
- Help implement school-wide behavior protocols and expectations
- Maintain a program climate of trust and mutual respect
- Other duties as assigned

Requirements

- Must be at least 18 years of age
- High School diploma and BA is desirable, but not required
- Significant experience working with children required
- Strong interpersonal and collaboration skills
- Strong time management and organizational skills

Attributes

- Warm and welcoming demeanor
- Hardworking and reliable
- Ability to model professional and ethical standards when working with students and families
- Sense of humor and ability to connect with students

- Commitment to social justice and multicultural education
 - Ability to work both independently and as a member of a team
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Please submit a résumé, cover letter, and references to jobs@blueoakschool.org.

Blue Oak School does not discriminate on the basis of age, gender, race, color, religion, national or ethnic origin, sexual or gender identity in its hiring processes and actively promotes the principles and practices of diversity throughout the school community.