

**Position: Part-time Auxiliary Program Coordinator**

Classification: Part-time, nonexempt, hourly

Approx. 15 - 20 hours per week during academic school year

Approx. 35 - 40 hours per week during summer camp season or seasonal camps

Hours: M-F 3:00 - 5:30pm during academic calendar, 8:30 - 4:30pm during summer camps

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

Blue Oak School is seeking an auxiliary program coordinator to manage aftercare, after school classes and seasonal camps during the academic school year from August 15 - May 31 with full-time work from June 1 - August 14. This position is responsible for the day-to-day operations, supervision of after school activities, special one-day camps and weeklong camps during the summer months.

**Auxiliary Program Coordinator:** approx. 2:30 - 5:30 pm during school year, 8:30 - 4:30pm during summer camps

- Work with Business & HR Manager, and DTL to plan auxiliary programs with support staff, develop theme-based activities and organize daily/weekly schedules throughout the year.
- Direct oversight of students and support staff during after school/auxiliary programs.
- Support the recruiting teachers and outside educators and vendors to offer an exciting slate of after school classes that appeal to BOS students, 5-14 years old, during fall and spring.
- Purchase and organize daily healthy snacks with support of Business & HR Manager
- Oversee dismissal, check-in and pick-up, set up registration for camps, track enrollment and share rosters with faculty, manage after school class coordination, support activity sign-ups
- Ensure that the school building and grounds are clean and secured at the end of the day
- Cultivate positive relationships with all students and manage groups of children effectively
- Collaborate with BOS administration and faculty to ensure the after-school/auxiliary program quality and consistency is aligned with BOS mission and vision
- Help implement school-wide behavior protocols and expectations
- Maintain a program climate of trust and mutual respect
- Manage program, staff, communication, and billing with Business & HR Manager.
- Must be available to lead mid-year and summer camps: Institute Days, Conference Days, Thanksgiving Break (Monday-Tuesday/Wednesday), Winter Break (3 days camps), Mid-Winter Break (February 1-3 day camps), Spring Break (3-5 days).

**Attributes and Expectations:**

- 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
- nonjudgmental listening and communication skills
- ability to exercise gentle authority consistent with our school culture
- strong communication skills with parents and colleagues
- orientation to detail in record keeping and billing

- candidates with a strong interest in child development/ teaching profession

Qualifications: A minimum of three years of relevant work experience with primary school-age children and an Associate or Bachelor's degree in Recreation Management, Elementary Education, or Early Childhood Development is required. Teaching, summer Camp, adventure programming, and recreational experience are a plus. The qualified candidate must be physically able to participate in activities with students/campers and use sound judgment, particularly with regard to safety, in a variety of circumstances; possess good verbal communication skills; be resourceful and capable of working with minimal supervision. The qualified candidate must at all times demonstrate a high degree of professionalism when working with and around others. Strong time management and organizational skills.

Benefits and Compensation: Part-time, hourly, with some benefits.

Please submit a résumé, cover letter, and references to [jobs@blueoakschool.org](mailto: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.