



Position Available: Glen Urquhart School

After School Care Staff

Staff needed to work Monday through Thursday 2:45 PM - 4:45 PM.

Description: Glen Urquhart School seeks a dynamic individual to support the daily implementation of our After School Care Program. This person will work with the Director of Auxiliary Programs and other After School Care Staff to deliver activities that are safe, fun, and appropriate to the students' ages and abilities.

The After School Care Program operates between 2:30 PM and 5:30 PM, Monday through Friday when school is in session. The program utilizes both the outdoor play areas and an indoor classroom space. After School Care Staff are expected to be on site at 2:45 PM and stay until the last student is picked up.

Qualifications: We seek caring, high energy, dedicated staff who have the ability to work in a diverse environment, lead guided discovery, and deliver programming that supports the development of strong character, confidence, creativity, and a sense of community for our students, ranging in 4 to 13 years of age.

The After School Care Staff must be at least 19 years of age and have a minimum of one year documented successful experience working with school age children. They must also hold (or be willing to obtain) current certification in CPR and first aid.

Responsibilities include but are not limited to:

- Develop and maintain effective relationships with employees, students, and parents.
- Support a healthy and safe environment.
- Care for the resources and equipment available to the After School Care Program.
- Abide and uphold school policies and procedures.
- Supervise students.
- To work a minimal of three days a week, to provide consistency with the after care children.

Terms of employment: Part-Time

To Apply: Send a cover email, resume, and three references to Nancy Hartmann

Questions? Please contact Nancy Hartmann, Director of Auxiliary Programs

Email: nhartmann@gus.org Telephone: 978-927-1064 x131

Glen Urquhart School, 74 Hart Street, Beverly Farms, MA 01915

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