

Marin Primary & Middle School Job Description

Title: After School Program Assistant

Marin Primary & Middle School seeks an After School Program Assistant for the 2018-2019 school year. An early childhood education background is preferred. Hours are from 2:00 p.m. until 6:00 p.m., Monday through Friday (with additional hours as needed).

Main Job Purpose:

Assist the after school program director in providing a high quality experience for students and families and meeting best practice standards in relation to all aspects of the after school program

Overall Duties:

- Assist Program Manager in day-to-day activities and other duties as needed;
- Supervise students as they participate in activities such as gardening, woodwork, craft, circle games, sports, etc.;
- Oversee students during general group activities and playtime;
- Participate in preparing the environment for students, including cleaning duties before and after each session
- Represent the after school program with a professional image at all times;
- Engage appropriately with parents, including greeting upon arrival and communicating about students and the program;
- Maintain confidentiality at all times;
- Prepare and oversee nourishing snack;
- Create and maintain a safe learning environment for students.

Qualifications

- Experience working with elementary school children in an academic setting, or similar setting such as summer camp;
- Successful completion of at least one year of college;
- Courteous and professional demeanor;
- Ability to follow directions and reason logically;
- Detail oriented and well-organized.

Health Screening, TB clearance, and Background Fingerprinting clearance required

A one year commitment is expected.

If interested, please reply to this posting with a resume and cover letter explaining why you would be a good fit for the job. Please attach your resume as either a Word or Pages document and send to the After School Program Director, Matt Penwell at mpenwell@mpms.org with the subject line: "After

School Program Assistant -- Your Name". Any application without this in the subject line will not be considered.

Pay is hourly, and will be based on experience and education. Early childhood education units preferred.