



Aftercare School Coordinator

Status: Part time position, Non-exempt Employee

Mount Tamalpais School (MTS), a K-8 independent school serving up to 240 students in Mill Valley, California is looking for an Aftercare School Coordinator. The main purpose of this position is to support the operations manager in providing a high quality experience for students and families and meeting best practice standards in relation to all aspects of the Afterschool program.

Primary Responsibilities

- Plan aftercare activities and projects that are engaging and age-appropriate
- Supervise students as they participate in activities such as freeplay, knockout, blue blocks, etc
- Create and maintain a safe learning environment for students
- Monitor appropriate use and care of aftercare materials (building blocks, project materials, jump ropes etc)
- Prepare and oversee nourishing snack
- Engage appropriately with parents, including greeting upon arrival and communicating about students and the program
- Maintain an up-to-date aftercare log and work with Operations Manager on billing
- Oversee end-of-day clean up (collecting sweatshirts, lunch boxes, and water bottles)
- Hours are 2:45pm-6pm Monday-Friday (can be flexible with start time)

Qualifications

- Experience working with elementary school children in an academic setting, or similar setting such as summer camp
- 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 commitment through the end of the 2022-23 school year is expected

Start Date: August 29th