



**Assistant Director of Extended Day and Auxiliary Programs
Immediate Opening
2024-2025**

Job Description

Green Hedges School has an immediate opening for an Extended Day and Auxiliary Programs Assistant Director. This position requires working with the Director of Auxiliary Programs to develop and implement a nurturing, safe, and well-supervised Extended Day program and camp curriculum for Montessori - Grade 8 students. This is a part-time position (approximately 20 hours/week) with summer employment opportunities. This position will require on-campus presence from 2 p.m. - 6 p.m. and availability during our spring break camps, which takes place for one week in March.

Requirements

A successful candidate must be at least 18 years of age and will have:

- An associate degree from an accredited college or university
- Experience working with children ages 3 - 13
- A love for working with children
- Strong classroom and behavioral management skills
- Interest in and/or knowledge of the academic and social-emotional development of young children
- A high level of creativity and energy
- Demonstrated track record of punctuality and dependability
- Initiative
- Strong communication and collaborative skills
- This position requires a person to be able to lift and carry large items (up to 40 lbs), easily work on the floor with children, monitor and play outside in all types of weather, and sit or stand for extended periods.
- Successful candidates must complete a required background check.

Responsibilities

Assist the Director of Auxiliary Programs in efforts to:

- Supervise Preschool-Grade 8 students enrolled in extended day and auxiliary programs.
- Implement a creative Extended Day program through planned weekly activities.
- Implement an inviting camp curriculum based on daily themes.
- Oversee room set-up, snack preparation, and arrival and departure procedures.
- In the absence of the Director of Auxiliary Programs, manage all operations and employees of the program.

- Organize and actively participate in all children's play or recreational activities.
- Ensure compliance with Virginia Department of Social Services regulations.
- Cultivate a strong working team of individuals who staff the afternoon program.
- Ensures safety and health of all staff and students.
- Establish positive rapport with parents and faculty.
- Maintain program files, accident reports, fire drill log and daily sign in/out forms.
- Complete required training (CPR, DSS, MAT) with support of the School, if needed.
- Perform other duties as assigned by the Director of Auxiliary Programs.

Reports to: Assistant Head of School & Director of Auxiliary Programs

Interested candidates should submit 1) letter of interest, 2) three references and 3) resume to: ahoward@greenhedges.org

Green Hedges School is committed to equal employment opportunity. The School does not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to: veteran status, race, color, religion, sex, national origin, age, or physical or mental disability.