



SBCA Aftercare & Enrichment Program Coordinator

2021-2022 School Year

St. Benedict Classical Academy

South Natick, MA

St. Benedict Classical Academy (SBCA), an independent, Catholic, classical elementary school serving children from age 3 through Grade 6, seeks a dynamic, mission-driven aftercare and enrichment program coordinator to coordinate and support our aftercare and enrichment programs.

SBCA's Mission:

St. Benedict Classical Academy strives to cultivate intellectual and moral virtue in pursuit of academic excellence. We seek to provide each student with a foundation for life, rooted in strong intellect, heart and character, formed in a joyful and faithful Catholic environment.

The Aftercare & Enrichment Program Coordinator will oversee, facilitate and directly support our afterschool care and enrichment activities programs including but not limited to the following duties:

- Coordinate aftercare schedule, spaces, materials and staff
- Work from 1:00 PM to 6:00 PM M-F August through June
- Staff aftercare and/or ensure aftercare and all enrichment programs are properly staffed
- Coordinate and/or author written communications to parents about aftercare programs, sign ups, schedules, billing, changes to schedules, etc.
- Maintain attendance records and other data logs
- Innovate improvements to delivery of quality, safe, developmentally appropriate care of our students after school hours
- At the conclusion of aftercare, clean up any spaces utilized for aftercare/enrichment programs and lock-up/close building

The Aftercare & Enrichment Program Coordinator will possess:

- A strong commitment to our school's mission and the Catholic faith
- A desire to work with young children and assist in their development
- Flexibility, patience and a positive attitude
- Effective leadership and organizational skills
- Strong problem-solving skills
- Excellent communication skills and ability to build trust and maintain a positive, patient report with parents



The Aftercare & Enrichment Program Coordinator will gain:

- The opportunity to work with, lead and support young children during their most formative years
- The opportunity to help grow and develop these programs!
- Membership in a community of joyful, welcoming, compassionate and faith filled families, staff members and students
- A school year schedule, with all school breaks off including summer
- A late-start schedule with hours that allow for other part-time work, graduate school classes, or other commitments

This is a 10 month, 25 hour per week role. This role is paid at a competitive hourly rate. Other benefits may be negotiated as needed.