

After School Educator, Sudbury Extended Day

About us:

We are seeking caring and enthusiastic individuals for whom school-aged care is a passion! Since 1984, Sudbury Extended Day (SED) has been the exclusive before and after-school childcare program caring K-8 children at 6 Sudbury locations. A not-for-profit organization, SED's mission is to provide safe and enriching before and after school programming for the development and support of Sudbury Public School students. While not part of the Sudbury Public School system (SPS), SED works in partnership with SPS to secure dedicated program space so that students may experience additional growth through our play-based program. SED believes in a strong, collaborative culture that is designed to foster the growth of each child in our care. With an average teacher tenure of 13 years, SED provides a true community within Sudbury, fostering strong relationships with students and families.

Job Description and Responsibilities:

Sudbury Extended Day is hiring for the after-school program at our five elementary locations as well as our middle school site. This is a part-time, hourly afternoon position for the 180 - day school year. The starting rate of pay is \$20.00 per hour, with additional benefits available to our employees, including: PTO and paid holidays, flexible spending accounts, retirement account with company match, paid training and tuition reimbursement. Essential Responsibilities include:

- Reports to the Site Coordinator/Assistant Site Coordinator
- Prepare the site for student arrival; assist with attendance when students arrive
- Engage with students in the program through age-appropriate arts & crafts, free play, outside recess and gym time
- Ensure the physical and emotional safety and well-being of all students in our care
- Act as a mentor to students seeking support in navigating new or challenging situations
- Supports the teaching team with all tasks as needed
- Complete required annual training per EEC guidelines

Qualifications:

- Flexible team player who can thrive in a fast-paced environment
- Experience working with children is a plus; desire to work with children is required
- Consistently available to work shifts between 1:45 pm – 6:15 pm Monday through Friday for the duration of the program year (late August 2023 – June 2024). Some flexibility with the start and end time; additional hours may also be required for training or early release programming
- CORI clearance, fingerprinting and full background check required

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