PART-TIME EXTENDED CARE/AFTERSCHOOL PROGRAM AIDES
FOR 2020-2021 SCHOOL YEAR

Ecole Notre Dame des Victoires, a Catholic elementary school (Transitional Kindergarten - Grade 8) located in downtown San Francisco, seeks part-time aides for its extended care/afterschool program for the 2020-2021 school year.

Duties include, but are not limited to, the following:

- Lead/supervise indoor and outdoor activities for Transitional Kindergarten through 8th grade students
- Maintain discipline
- Assist with preparing and serving snacks
- Supervise homework
- Attend staff meetings
- Provide other assistance in the implementation of the extended care/afterschool program as directed
- Perform other duties as assigned

Hours:
- Mondays: 2:00 p.m. to 6:00 p.m.
- Tuesdays to Fridays: 3:00 p.m. to 6:00 p.m.
- Fourth Monday of each month and other occasional dates, depending on the school calendar: 12:30 p.m. to 6:00 p.m.

Salary: Competitive compensation

Requirements:
- Experience working with school age children (ages 4 to 14 years old) in a similar setting (i.e., childcare centers, camp programs, schools)
- Positive attitude and flexible
- Able to work well with adults and enjoy working with children
- Comfortable working in a Catholic school environment
- Current First Aid/CPR certification

 Desired:
- Candidates plan to enter the field of education

Positions begin August 18, 2020.

Please email cover letter, resume and contact information for references to Sarah Currier (Principal) at office@ndvsf.org.