

MOST HOLY ROSARY ELEMENTARY SCHOOL



AFTER-SCHOOL DIRECTOR

PART-TIME POSITION | 2:30 PM – 5:30 PM, MONDAY-FRIDAY

POSITION SUMMARY

Most Holy Rosary School is seeking a dedicated and enthusiastic After-School Director to lead our after-school program for students in grades K-6. This part-time role offers the opportunity to create a safe, engaging, and enriching environment that supports student growth beyond the school day.

QUALIFICATIONS

- Experience working with children in educational or recreational settings (after-school programs, camps, youth groups, etc.).
- Strong leadership, organizational, and communication skills.
- Ability to foster a nurturing, positive environment for students.
- Creativity, patience, and a passion for working with children.
- First Aid and CPR certification (or willingness to obtain).
- Degree in Child Development or related field preferred.

ESSENTIAL FUNCTIONS

- Develop and implement daily activities, including academic support, recreational games, arts and crafts, and enrichment programs.
- Supervise students, maintaining a positive and disciplined environment.
- Manage and provide guidance to after-school staff.
- Ensure student safety and well-being at all times.
- Communicate regularly with parents regarding student progress and program updates.
- Maintain accurate attendance and program documentation.
- Collaborate with school administration to align activities with school values and goals.
- Oversee snack time and maintain a clean, organized program space.

APPLICATION INSTRUCTIONS

Interested candidates should submit a resume to:

Sherri Stone | Email: slstone@syrdiocese.org