

Director: Bay View Extended Day Program

St. Mary Academy – Bay View is seeking a qualified individual to direct its Extended Day Program for students in grades PK through 5. The candidate must enjoy being with children and coordinate all aspects of the program in a safe and fun environment. Candidates must be committed to an all-girls education and Mercy values.

The Extended Day Program position is part-time; Monday through Friday from 1:30pm. to 5:30pm for a total of 20 hours per week. Hourly rate: \$20.00 per hour. Students participate from 2:30pm to 5:30pm each day. On any day there may be between 15-30 students enrolled in the program. There is also an option for families to have their daughter “drop-in” for an unplanned need.

The Extended Day Program is supported by another adult’s assistance each day. Additionally, Upper School students from Bay View will also have the opportunity to work in the program for one or more days each week. The Director of the Extended Day Program reports to the Principal of Bay View.

Research, design and implement an After School Care Program that is innovative and creative and meets the targeted growth goals budgeted for the program. There should be a balance of structured and unstructured time. Specific classes may be offered based on the expertise of those working in the program and the interests of children. Historically that has included arts and crafts, yoga, music, cooking, chess, etc.

Specific responsibilities for this position include:

Supervise site staff and/or volunteers.

Ensure activities are safe for participants and staff.

Determine appropriate staff ratios and communicate with staff to this end.

Support students’ who are completing homework

Provide, organize, lead and instruct individuals and groups in specified programs.

Supervise and implement safe practices as it relates to participants, programs and facilities.

Maintain program areas by cleaning up after activities.

Positively and successfully perform within work team dynamics.

Issue, receive, maintain and inventory recreation equipment and supplies.

Maintaining accurate program documentation such as incident/accident reports, attendance, and sign-in/sign-out procedures.

Maintain excellent records of attendance, activity, billing and payroll.

Make recommendations to the Principal regarding program enhancement and any concerns regarding operations and enhance the program or activities via participant solicitation or feedback.

Other duties as assigned by the Principal.

Qualifications for this position are:

Minimum of 5 years of experience working with children preferred.

Previous experience in working with elementary aged students.

Associates Degree preferred.

The ideal candidate will be enthusiastic, energetic and demonstrate a love for working with children.

## TO APPLY

- Go to <https://www.bayviewacademy.org/about-bayview/employment-opportunities> and download the “Non-Teaching Application.”
- Application, cover letter, and resume should be submitted via email to [employment@bayviewacademy.org](mailto:employment@bayviewacademy.org).

AN EQUAL OPPORTUNITY EMPLOYER: St. Mary Academy - Bay View commits itself to maintaining a welcoming environment for all people and extends its welcome in particular to those who may be vulnerable to discrimination on the basis of their race, color, national origin, sex, religion, disability, age, marital or parental status, sexual orientation, military status or other legally protected status.

St. Mary Academy – Bay View is an all-girl independent Catholic school serving a diverse population of girls from pre-school through grade twelve and is located in Riverside, Rhode Island. A sponsored ministry of the Sisters of Mercy of the Americas, St. Mary Academy – Bay View fosters academic excellence in an innovative and creative learning environment while striving to empower each student to be a confident, independent, compassionate and socially conscious faith-filled young woman