

St. Mary Academy – Bay View

2070 Pawtucket Avenue
East Providence, RI 02915

Extended Day Program

Part-time Position

Contact: Mrs. Margaret Cummings

Lower School Principal

2:15-5:15pm daily

Telephone: 401-434-0113, ext. 141

\$11.50/hour

Email: mcummings@bayviewacademy.org

St. Mary Academy – Bay View is seeking a qualified individual to work in its Extended Day Program. The candidate must enjoy being with children and maintain a professional demeanor and appearance as outlined in the personnel handbook. The Extended Day Program runs from 2:30 to 5:30 p.m. each day. The individual reports directly to the Extended Day Director, who in turn reports to the Lower School Principal. The Extended Day staff provide a safe and fun environment for the Lower School students attending the Extended Day Program. Their role consists of supervising, participating in, and administering recreational, educational and age-appropriate activities for children.

Essential Duties: Working cooperatively with school and program staff. Maintaining accurate program documentation. Helping children with homework. Working together with coworkers to create a safe and friendly environment for the children. Interacting with the parents on a daily basis. Organizing the Extended Day Care rooms. Any other duties requested and assigned by the Extended Day Director and/or Principal. Hours: This is a part-time position; 15 to 18 hours per week. The individual must be available to work each day (Monday through Friday). This is an hourly position.