



## ST. ELIZABETH'S SCHOOL

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### OVERVIEW

An intentionally inclusive school, St. Elizabeth's seeks candidates who are interested in and committed to equity, inclusion, and justice. People of color and members of other underrepresented groups are strongly encouraged to apply. An Equal Opportunity Employer, St. Elizabeth's School is committed to being an environment in which all people are respected and valued. As such, discrimination in any form, such as that based on race, religion, ethnicity, gender, gender identity, sexual orientation, age, or socio-economic status will not be tolerated. The school actively works to acknowledge, respect, and celebrate the individual and common threads of our humanity.

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### EXTENDED DAY PROGRAM ASSISTANT COORDINATOR (APPROXIMATELY 20 HOURS PER WEEK)

St. Elizabeth's School, an intentionally inclusive K-8 school in northeast Denver, seeks to hire a **Part-time Extended Day Program Assistant Coordinator** for the 2023–2024 school year.

Provide after-school care and programming from approximately 3:00 pm to 6:00 pm for up to 20 students, ages 5-14. A typical day in the Extended Day Program (EDP) includes time for homework, an after-school snack, play either outside or inside, organized activities, and free time. EDP Staff are vital members of the school community and serve as role models and leaders. The primary responsibility of EDP Staff is to create a safe, fun, and caring environment in which students can continue their day at school. EDP Staff model the school's core values with colleagues, students, families, and the larger community.

**Reports to:** Director of Extended Day Program

#### Job Summary and Essential Responsibilities

##### Extended Day Program Assistant Coordinator (approximately 5 hours per week)

- Seek out and plan games and activities for lower school and middle school students
- Assist in hiring and training of Extended Day Program staff
- Attend annual health and safety training classes

##### EDP Direct Student Support (15 hours per week)

- Actively engage and supervise EDP students, from 3:00 p.m. to 6:00 p.m. daily
- Record all injuries, significant behavioral incidents, and communications, and report any issues to Director
- Keep sign-in/sign-out sheets accurate
- Implement appropriate games, activities, and support for students
- Prepare and supervise snacks according to snack procedures
- Keep classroom/play areas clean and orderly
- Clean up and lock Extended Day areas at the end of each day according to closing procedures

#### Qualification Requirements

- Bachelor's Degree or some college level coursework, preferably in education, child development, etc.
- Passion for working with children
- Preferred: 1-2+ years' experience working in licensed programs
- Excellent communication skills
- Ability to develop and use appropriate behavior management strategies
- Possess excellent organizational and time management skills
- Self-awareness
- Committed to the mission and values of St. Elizabeth's School

**Pay Range** \$18-\$20 per hour

### Benefits

Eligible employees are offered benefits, including

Health and Dental Insurance

Administrative Leave

Professional Development

Holidays

Bereavement Leave

Free Aftercare

Sick/Personal Leave

Jury Duty Pay

### How to Apply:

To apply, please review our [website](#) and our [Inclusive Language Guide](#). Then share a letter of interest (1 page max) speaking to your connection to our mission and your interest in this position addressed to Loree Lindsey, Director of EDP, resume, and 3 references. Email the above to: [llindsey@sesden.org](mailto:llindsey@sesden.org).

### Non-discrimination Statement

St. Elizabeth's is committed to building a diverse, equitable and inclusive educational community and does not discriminate on the basis of age, race, religion, gender, gender identity, sexual orientation, or national or ethnic origin.