

# Extended Day Staff Member

The extended day staff member position at Friends School of Minnesota is a part-time, 9-month position.

## To Apply

Please send a cover letter describing interest, work background and experience to [hilarypr@fsmn.org](mailto:hilarypr@fsmn.org)

## Position Overview

We need 2-3 people for our extended day before and after-school childcare program. extended day staff work with approximately 40 students each day in grades K-8, facilitating indoor and outdoor play, games, activities, quiet reading and study. Work experience in childcare, teaching, education and/or coaching is extremely helpful. Candidates must be willing to embrace the mission and values of Friends School of Minnesota.

## Job Description

Extended day staff members work with the director to care for and supervise students before and after the school day. extended day staff are expected to engage with students, provide creative play ideas, provide first aid when required and to help with attendance and snack service.

### Essential Functions and Responsibilities

- Supervise students and maintain student safety in the school building and on the school's playground.
- Assist with program attendance management.
- Engage with students in program activities.
- Provide first aid to students when necessary.
- Communicate with student parents/guardians.
- Assist with snack and beverage service and clean-up.

## Preferred Qualifications

Experience in childcare, education and/or coaching is extremely helpful.

## Disclaimer

The information contained here is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to do the job. The duties and responsibilities in this job description may be subject to change at any time due to reasonable accommodation or other reasons.

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