

Extended Day Staff Member

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

Friends School of Minnesota is a small, Quaker, progressive education school serving 150 students in grades K-8. We are located in the Hamline Midway neighborhood of Saint Paul and are committed to the Quaker values of peace, equality, social justice and community.

We are hiring staff for the 2022-2023 school year for our thriving after school childcare program, FSMN Extended Day, as well as assistants in a few of our extracurricular activities, particularly our homework support program.

Position Overview

Extended Day staff supervise 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 work with other staff members and 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 service and clean-up.

Preferred Qualifications

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

Position Details

- The wage for beginning staff is \$16/hour.
- The wage for shift managers is \$19.25/hour. It is very possible for staff to move quickly into the shift manager role.
- Most staff work 3 days a week, but some work 2, and some work 5.
- Program hours are Monday-Friday, 3:00-6:00 pm. Regular shifts are typically 3:00-5:30. We try to be very flexible to make this job work around school, home and other work commitments.

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. FSMN is an equal opportunity employer.

To Apply

Please email a cover letter describing why you want this position, your work background, and experience to Hilary Parker-Robertson, Extended Day Program Director and Extracurricular Activities Coordinator, at hilarypr@fsmn.org