



## **EXTENDED DAY COORDINATOR**

### **Position Description Summary**

Position Title: Extended Day Director/Activities Coordinator

Date Modified: June 2025

FLSA Classification: Exempt

Reports to: Head of School

Position Purpose: Coordinates Extended Day Programs

Full-Time Equivalent: .5 FTE, 10-Month Position (2pm-6pm, M-F)

May be paired with School Lunch Program Coordinator for 1.0 FTE; 10am-6pm, M-F

### **About Us**

Friends School of Minnesota (FSMN) offers a rich K-8 program where in-depth academic studies are supported by peaceful forms of conflict resolution. In the tradition of more than 80 Quaker Friends schools across the United States, Friends School of Minnesota meets children's intellectual, emotional and spiritual needs in an environment that nurtures their social consciousness. FSMN is committed to the Quaker values of peace, equality, integrity, simplicity, and community. Silent worship and shared decision-making are important elements of the school culture.

We envision a school community that embodies strength in diversity through the sharing of rich cultural and socioeconomic backgrounds and experiences, and the celebration of varied personal expressions and identities, while recognizing the challenges posed by societal structures of oppression. We envision a student body that is able to work towards and is committed to social justice and equitable change making in the world. We commit to the long-term, collective work of examining school culture, practices, and policies, changing conditions to promote equity, defining diversity and inclusion needs within our school community, and approaching this work with humility and urgency.

FSMN's academic program is guided by the principles of progressive education. We believe that children learn best as active participants, collaborators, and problem-solvers within a community. Teachers incorporate students' questions and emerging ideas into project-oriented, interdisciplinary units that lead to student investigations and demonstrations of understanding.

There are currently 135 students and 17 faculty. All students except kindergarten experience mixed-age classroom environments, providing students with broad social and academic opportunities, and allowing cooperative learning to flourish.

### **Position Overview**

Responsible for coordinating all aspects of the extended day program in alignment with the school's mission.

### **Essential Functions**

- Design forms, write letters, and provide relevant information for parent handbook and website.
- Handle routine communication with parents regarding contract changes, drop-ins, and concerns.
- Help to set prices in consultation with the head of school and business office coordinator.
- Hire, schedule, and supervise staff.
- Keep appropriate records of attendance and contracts.
- Account for all contracts, contract changes, and extra billing, and send information to Business Office Coordinator..
- Purchase food and maintain conditions to comply with food license.
- Purchase and maintain materials and supplies.
- Provide direct service to extended day children on regular and release days.
- Oversee all aspects of programming to be consistent with the school's philosophy.

### **Qualifications**

- Bachelor's degree preferred.
- Teaching and administrative experience preferred.
- Excellent verbal and written communications skills.
- Attention to detail.

### **Work Environment**

- Work in a traditional, climate-controlled office environment.
- Work intermittently in outside weather conditions, including extreme heat and cold.

### **How to Apply**

- Please send the following to [joem@fsmn.org](mailto:joem@fsmn.org)
  - o Resume
  - o Cover letter including:
    - a teaching philosophy statement, and
    - a statement of how your lived experience and skills will contribute towards our commitment to equity and diversity.
  - o Current email and phone number for three professional references.

**Compensation:**

- \$20,000
- .5 FTE (20 hours/week)
- August 25, 2025 to June 10, 2026 (option for 21 or 26 pay periods)
- Full Benefits

**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.