

Job Description

Aftercare Team Member

In order to apply for this position, please send a resume, and the names and contact information for three references to employment@manitouschool.org.

The Manitou School seeks bright, caring, and enthusiastic candidates to assist with our after school program. The Manitou School offers aftercare services to students currently enrolled at Manitou. The Aftercare Program allows time for children to have free play as well as time to read, create art, and do homework.

Our aftercare team supports our after school programming by supervising students during free-play time after school, and coordinating their transition from the school day into our enrichment programming and dismissal. The right candidate will be adaptable, energetic, empathic, and able to guide and organize students during transitions between aftercare, enrichment classes, and dismissal.

At the Manitou School, we place a strong emphasis on using nature and our surrounding environment to create amazing learning opportunities for our children. Our aftercare team members are often outside with the children on our large playground year-round. We put social-emotional development front and center of the Manitou experience, and connecting and empathizing with the children is a key part of the role for all our team members.

About the Manitou School

The Manitou School is a small, progressive independent school in the Hudson Valley. Our fully bilingual education program uses progressive teaching methods grounded in social-emotional development – creating a warm, engaging environment where children can learn and grow.

Through inquiry-based learning models, adaptive curricula, and a variety of enrichment programs, our school offers a heart-centered approach to education that puts the well-being of our students at the center of all we do.

A Manitou education is one that sees each child as the center of the educational experience, and creates a school environment where every child thrives. We also offer parents an opportunity to have greater involvement with the school and develop programs that benefit the community.

For a closer look at the Manitou School, check out our [Instagram](#).

Role Details

The after school program runs from 3 pm - 5:30 pm Mondays - Fridays when school is in session. Typically, aftercare staff members are scheduled to start their day at 2:45 with a brief team check-in and time to prepare for the afternoon. During the afternoon, aftercare staff is responsible for active supervision of the children, transitioning children who are enrolled in enrichment classes to and from those classes, and then checking them out with the adults who are picking up the children. After children have been checked out, putting away materials, collecting items that need to go to the lost and found, and making notes about any unexpected attendance or late pickups, are normal parts of the job.

We are looking for new staff members who can work 1-5 days a week during those hours.

Qualifications and Experience

- Experience working with small children in a school setting
- A warm, calm, compassionate way with children
- Strong written and interpersonal communication skills
- Strong organizational skills
- Availability to communicate and collaborate with parents and head teachers during and after school hours
- Spanish Language a plus
- Reliability and dedication to attendance and prompt arrival at school
- Commitment to professional growth and lifelong learning

Applicants must be confident in their ability to:

- An environment that fosters social and emotional development
- Play and nature-based curriculum
- The love of a challenge, and comfort with academic risk-taking
- Straightforward and age-appropriate discussions about diversity and different cultures
- Hands-on, experiential learning in real-world contexts
- A well-managed classroom with clear expectations and routines
- The desire to wear many hats within our small community and step in wherever needed

Job Types: Part-time

Pay: \$22 per hour