



Lead Coordinator, Aftercare Enrichment Program

Bay Grove Montessori School, located off 331-S in Freeport, Florida, is searching for an individual to coordinate our new Aftercare Enrichment Program for students ages 3-9 years old.

Our aftercare program is not only designed to assist families who need additional supervision for their child(ren) beyond the traditional school day hours, but for any families who want their child(ren) to participate in additional post-school enrichment activities

In our efforts to connect students with local community members who offer expertise in a particular enrichment area (e.g., Yoga, languages, pottery, gardening, etc.), we aim for our aftercare enrichment activities to be led by guest instructors, and assisted by Bay Grove Staff.

As the lead coordinator, you would be responsible for helping our school administrator secure and vet guest-instructors, as well as lead and participate in the Aftercare Enrichment Program to ensure that school policies and procedures related to child safety and the Montessori learning approach are followed.

You can learn more about our program on our website at:

<https://baygrovemontessori.org/after-care-enrichment>

Position Details

Hours: part-time, approximately 22.5/week, dependent on family enrollment numbers (1:30pm-6:00pm Monday – Friday, to follow school calendar)

Hourly Rate: \$16-18/hr.

Health & Dental Insurance: N/A

Office-relate Duties

- Monitor guest-instructor applications and background check information
- Create Aftercare Enrichment Program scheduling calendar

- Create and maintain aftercare student attendance sheets
- Communicate with families about program calendar and student activities

Childcare-related duties

- Order and prepare enrichment activity materials
- Assist Guest Instructors during implementation of enrichment activity
- Oversee daily activities, including, snack, movement, outdoor time, gardening, distance learning recording, follow-up work, reading, and arts and crafts.

Specific Skills for the Job

- Management Skills
- Administrative and clerical skills
- Strong Organizational Skills
- Friendly and Impactful Customer Service Skills
- Written and Verbal Communication Skills
- Facility with computer skills appropriate to the position
- Knowledge of Montessori Principles and Positive Discipline Techniques
- Growth Mindset, with willingness to continue educational training
- Teamwork Mentality

Qualifications

Education

- At least 18 years of age
- Associates Degree or higher in Early Childhood Education or related field
- Two-plus years working in childcare setting, or equivalent

Certifications & Training

- Infant/Child First-Aid, AED, & Epi-Pen Certified
- Fire Extinguisher Training (provided by Bay Grove)
- Level-2 Background Check (provided by Bay Grove)
- Universal Precautions/Exposure Plan (provided by Bay Grove)
- Completion of a 40h DCF Introductory Child Care Training Program (desired, but not required), or willingness to begin program
- DCF Staff Credential (desired, but not required)