

St. Mary Academy – Bay View
3070 Pawtucket Avenue
East Providence, RI 02915

St. Mary Academy-Bay View is seeking a qualified individual to work in its After School Care Program. Must enjoy being with children and maintain a professional demeanor and appearance as outlined in the personnel handbook.

The program runs from 2:30pm – 5:30pm Monday thru Friday. The individual reports directly to the After School Care Director, who in turn reports to the Principal.

Duties:

- The After School staff work with elementary school students attending the After School Care Program.
- Their role consists of supervising, participating in, and administering recreational, educational, age appropriate activities for children and providing a safe and fun environment for participants in the program.
- Working cooperatively with school and program staff.
- Maintaining accurate program documentation such as incident/accident reports, attendance, and sign-in/sign-out procedures.
- Helping children with homework.
- Teaching children the importance of working together and being kind to one another.
- Working together with co-workers to create a safe and friendly environment for the children.
- Interacting with the parents on a daily basis.
- Organizing the After School Care rooms.

Any other duties requested and assigned by the After School Care Director and/or Principal

This is a part-time position, 15-18 hours per week. The individual must be available to work each day, Monday – Friday, until closing. Hourly position

Qualifications:

Associate's Degree or higher. Experience working with young children, ages 3 – 11.
Commitment to all-girls education and Catholic school values and identity.

Applicants should forward cover letter and resume to: employment@bayviewacademy.org.