



**Saint Philip School  
Extended Day Staff Position  
Job Description**

Saint Philip School is looking for a responsible, creative, and enthusiastic person to serve as a member of the Extended Day Staff. The Extended Day Program runs from 2:30 - 6:00 p.m. Monday through Friday.

**This position requires but is not limited to the following duties:**

- \* Working collaboratively with the Extended Day staff and administration to implement a safe and fun afternoon, until parent pick-up.
- \* Organizing snack foods and drinks for 2:50 and 4:00 snack times.
- \* Monitoring students during attendance, restroom break and snack times.
- \* Actively interacting with students during playtime, craft time, or homework time as directed by the coordinator.
- \* Maintaining appropriate standards of student behavior for a safe environment.
- \* Communicating with the coordinator regarding any accidents.
- \* Taking all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

While we would like staff to be available Monday-Friday, accommodations may be made depending on our current staffing needs.

**Interested parties should send all inquiries to the attention of Martha Venter, Director of Student Programs, at [mventer@stphilipschool.com](mailto:mventer@stphilipschool.com) or (401) 949-1130 x118.**