

AFTERCARE COORDINATOR

School-Year 2021-22

Part-time hourly position

Start Date: Immediate



WASHINGTON LATIN

PUBLIC CHARTER SCHOOL

JOB PURPOSE

Washington Latin seeks a part-time Coordinator of our afterschool program, MAGIS (Latin for “More”) that enrolls approximately 150 Middle School students (grades 5-8) per week and operates until 6:00 pm, Monday, Tuesday, and Thursday and from 2:20 to 6:00 pm on Wednesdays. The program offers sessions in sports, dance, art, and other activities, most of which are led by Latin community members (primarily faculty, but also alumni). The Coordinator works with the Principal and Director of the Middle School to research, plan, and organize enriching programming, hire and manage session teachers, oversee daily program operations, and foster a positive, safe and fun environment for all participants.

QUALIFICATIONS

This position requires both previous experience with and a genuine love for working with children in a school setting. Additional requirements include:

- High school degree required, bachelor’s degree preferred.
- Experience working with youth in some capacity (coaching, camp counseling, etc.) required
- Strong time management skills and the ability to work both independently and collaboratively, with minimal supervision.
- Experience with leading a team and works with other staff members to form and maintain a positive, supportive work environment.
- Excellent written, verbal, and interpersonal communication skills.
- Must be willing to to be CPR/First Aid certified.

NB: Latin community members, including alumni, are especially encouraged to apply!

Primary Responsibilities

- Research, plan, and organize activities for MAGIS students that are enriching, varied, and leverage the talents and interests of our community.
- Organize the schedule and manage daily set-up for session activities, including moving supplies and equipment, distributing snacks, etc.
- Establish and maintain a professional and supportive relationship with all students, families, colleagues and school leadership.
- Ensure that all COVID safety protocols are followed by both students and staff as outlined by the Washington Latin administration.
- Manage administrative aspects of program, including enrollment, payment, and attendance.
- Communicate regularly with administration about regular operations and any urgent matters.

Qualified applicants should submit a résumé, letter, and list of references to jobs@latinpcs.org.

WHO YOU ARE

You are a curious lifelong learner who loves working with and for kids. Additionally, you consistently

- ✓ Support our respectful, orderly, safe environment
- ✓ Foster an atmosphere of civility, decency, and respect with students and faculty
- ✓ Consistently support high academic and personal expectations for students
- ✓ Immediately discuss with your supervising administrator any particular concerns or issues

WHO WE ARE

Washington Latin is a liberal arts, college preparatory school with a classical mission serving 700 students in grades 5-12 from across the District of Columbia. We believe that all students deserve a quality education that goes beyond preparation and focuses on developing knowledge, understanding and humanity. Ours is a school where words matter, ideas matter, and people matter.

Our school is grounded in the following essential characteristics, which shape the Washington Latin experience for our faculty, students, and families:

- **Classical Mission** – Our model brings together timeless truths from antiquity with the study of contemporary issues through a broad liberal arts curriculum, aimed at helping our students develop both their autonomy as individuals and their commitment to the common good. We ask students to consider moral issues across every subject and grade, particularly through regular Socratic seminars that help them to develop informed, reasoned and flexible opinions. This ability to engage in civil debate is a keystone of our democratic society and thus an important element of our program.
- **Diverse, integrated community** – Our student body is diverse by design, which we consider necessary to accomplish our mission. We believe that a central purpose of education is to help students to develop the ability to work within our diverse and increasingly global society. Our approach cultivates students' respect for difference while fostering their understanding and appreciation of our shared humanity.
- **Personal, Nurturing Culture** – Washington Latin is deliberately small (overall and in terms of class sizes), so that everyone is known as a scholar and individual. We aim for mutual trust and respect in our community to foster intellectual curiosity and creativity. We want for students and faculty alike to feel a sense of community that encourages them to try something new, challenge ideas, make mistakes, and step up as leaders.
- **Faculty Excellence & Autonomy** – Our leaders are teachers, and our teachers are leaders. They bring expertise in and passion for their fields of study to their classrooms. We grant them autonomy in curricular and teaching choices, while at the same time providing personal support and opportunities for their professional development. Above all, we respect and nurture their intellect and humanity. The result: a stable cadre of excellent teachers, close-knit as a community and devoted to their students' long-term success.

COMMITMENT TO DIVERSITY/EQUAL OPPORTUNITY EMPLOYMENT POLICY

Washington Latin is an equal-opportunity employer and it is our policy to recruit, hire, and promote for all jobs on the basis of merit, qualifications, skills and competence. We do not discriminate on the basis of race, color, national origin, marital status, religion, sex, age, sexual orientation, disability, or any other protected status. Washington Latin will fully comply with all employment-related and other laws. All employment decisions will be made solely on the basis of the individual's qualifications as related to the requirement of the position being filled.