



Coordinator of Elementary After School Programming (Float)

Job Title: Coordinator of Elementary After-School Programming (Float), Full time

Reports To: Executive Director

Directs & Supports the Work of: Elementary Faculty and Staff

Oak Hill Montessori Community School is looking for an individual to coordinate elementary age after school care programming, who possesses the skills and abilities necessary to support students and colleagues while working to implement our school's mission.

Oak Hill Montessori Community School Mission:

Preparing every student for tomorrow by nurturing the love of learning today.

About Oak Hill Montessori Community School: Oak Hill Montessori Community School (OHMCS) opened as a public Montessori school in the Fall of 2021. Located in Shoreview, OHMCS offers authentic Montessori education to children 16 months to 8th Grade. We are proud to provide a different point-of-view in education; driven by the motivation of students. We present challenging academics while equally valuing social skills.

Visit ohmcs.org for more information.

During the late morning & early afternoons, this position supports our elementary level (gr. 1-8) by working as a floating assistant for our 5 classrooms. After school programming is offered Monday-Friday during the academic year from 3:30-5:30 pm, in partnership with a staff of 3-4 part-time positions. This position also coordinates child care programming and scheduling for non-school days such as conferences, holidays and spring breaks.

Desired Qualifications:

- Prior supervisory experience
- Positive attitude and a genuine love for working with children and young adults
- Previous experience working with children in a group setting
- Physical play with the children: 45 minutes of every day is spent outside, including the winter months
- A dependable, helpful, open-minded, energetic, and caring approach to the workplace

Preferred Qualifications:

Enrollment in education or recreation based coursework.



Salary & Benefits: Commensurate with other charter schools of similar scope and size, and with the experience and qualifications of the candidate selected for the position. Hourly wage starting at \$22.00/hr.

How to Apply: Persons interested in applying should send an email to admin@ohmcs.org with the following application materials attached:

- Cover Letter
- Resume
- Unofficial Transcripts

Final candidates will be invited to interview, either in person or virtually, with the OHMCS Executive Director.

Final appointment to this position will be contingent upon completion of a criminal background check.

Application Deadline: Applications will be reviewed on a rolling basis upon receipt; all positions will remain posted until filled.