

## **EASTON VALLEY ELEMENTARY SCHOOL NEEDS YOUR HELP!!!**

**Do you enjoy working with elementary school age kids? Are you interested in a part time job with great pay? Earn over \$20 per hour by helping to organize and implement our before and after school program.**

- **The program model is already developed.**
- **An expansive list of activities and community partners already exists.**
- **Additional funding available to purchase materials and other resources.**

**ALL WE NEED IS YOU!!!**

<b>ACTIVITY COORDINATOR</b> <b>Yearly stipend of \$12,000 or \$20 per hour</b>	
<b>Easton Valley CSD is seeking an Activity Coordinator for our “21st Century Learning Center” program. This program will consist of before and after school activities serving elementary age students. We are seeking an organized and high energy individual looking to positively impact the lives of kids. We welcome any individuals interested to apply by expressing interest via email to principal Mrs. Patty Schmidt at <a href="mailto:patty.schmidt@eastonvalleycsd.com">patty.schmidt@eastonvalleycsd.com</a>.</b>	
<b>Responsibilities</b>	<b>Description</b>
<b>Develop &amp; Lead Quarterly Programs</b>	Gather information regarding student/parent interest for after school activities.  Plan and schedule quarterly after school activities.  Provide students/parents with a sign-up sheet for new activities two weeks before the next quarter begins.  Schedule transportation needed for quarterly programs and field trips.  Oversee/schedule staffing of the programs.
<b>After School Activities</b>	Lead and/or supervise after school activities each school day from approximately 3:30 - 5:30 pm for up to ~ 60 students.  Schedule staff to supervise students from 7:00 - 8:00 am and 1:30 - 3:30 on Wednesday early dismissals..  Supervise and communicate with program staff members. <ul style="list-style-type: none"><li>• Communicate program details for each quarter and any information needed for daily operations.</li><li>• Communicate any staffing changes for before and/or after school programs daily.</li><li>• If a need or concern arises with a program staff member, communicate with the principal and or superintendent to solve the issue.</li></ul>
<b>Summer Activities</b>	Lead and/or supervise activities for half of a day each weekday during the month of June.