



ST. PHILIP'S SCHOOL OF SAN FRANCISCO

FAITH • ACADEMICS • COMMUNITY • ENRICHMENT

We are seeking a dedicated and compassionate Extended Care Program Supervisor to assist with the operations of our after care program. The ideal candidate will have a passion for supporting students and ensuring that they are safe and engaged in age-appropriate activities. Fostering a positive and supportive environment for all participants is a key consideration.

Key Responsibilities:

- Assist in overseeing the daily operations of the after care program, including planning and leading age-appropriate activities and games.
- Supervise and provide support to students, ensuring their safety and wellbeing.
- Assist with homework activities to support academic development.
- Work closely with students, colleagues, and the Director, to ensure effective communication, including communication with parents/families about daily activities and student progress.
- Take Extended Care attendance.
- Maintain a clean and organized environment.
- Help to prepare snacks for the students.
- Monitor play equipment throughout the school year and report any areas in need of repair/replacement.

Qualifications:

- Proven ability to engage students across the age range, particularly younger students (TK & Kindergarten)
- Ability to develop and implement activities that will engage students.
- Strong organizational, problem-solving, and time management skills.
- Ability to handle disciplinary situations according to program and school policies.
- Passionate about making a positive impact on the lives of students.

Compensation: \$25 per hour; benefits eligible

Schedule: 2:30–5:30 PM Monday–Thursday, 1:00–4:00 PM on Fridays

ARCHDIOCESAN STATEMENT OF NON-DISCRIMINATION

All employees of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment, qualified applicants with criminal histories.

Please send resume and cover letter to elena.griego@saintphilipschool.org