



Assistant: Bay View Extended Day Program

St. Mary Academy – Bay View is seeking a qualified individual to assist the Director of the Extended Day Program for students in grades PK through 5 for the 2025-2026 school year. The candidate must enjoy being with children and support the coordination of all aspects of the program in a safe and fun environment. Candidates must be committed to an all-girls education and Mercy values.

The Extended Day Program position is part-time, Monday through Friday, from 1:30 p.m. to 5:30 for 20 hours per week. Students participate from 2:30 to 5:30 p.m. each day. There may be between 15-30 students enrolled in the program on any day. There is also an option for families to have their daughter “drop in” for an unplanned need.

The Extended Day Program is led by the Director of the Extended Day Program with support from the assistant to the program. Additionally, Upper School students from Bay View will also have the opportunity to work in the program for one or more days each week. This position reports to the Director of the Extended Day Program.

The focus of the Extended Day Program is to provide a creative and safe environment where our students will not only unwind from their academic school day but engage in innovative projects proposed by the Director of the program. There should be a balance of structured and unstructured time. Specific classes may be offered based on the expertise of those working in the program and the interests of children. Historically that has included arts and crafts, yoga, music, cooking, chess, etc.

Specific responsibilities for this position include:

- Oversee student volunteers.
- Ensure activities are safe for participants and staff.
- Support students who are completing homework
- Monitor individuals and groups in specified programs.
- Ensure safe practices as it relates to participants, programs, and facilities.
- Maintain program areas by cleaning up after activities.
- Positively and successfully perform within work team dynamics.

Qualifications for this position are:

- A minimum of 5 years of experience working with children is preferred.
- Previous experience in the leading camps, programs, or instruction of various ages and abilities preferred.
- Associates Degree preferred.

Benefits:

- St. Mary Academy – Bay View offers tuition remission for daughters.

TO APPLY

Visit bayviewacademy.org/about-bayview/employment-opportunities and download the “Non-Teaching Application.” The application, cover letter, and resume must be submitted via email to: employment@bayviewacademy.org, or mail to: St. Mary Academy – Bay View, Attn: Mrs. Karen Barbosa, Associate Head of School for Student Experience, 3070 Pawtucket Avenue, Riverside, RI 02915.

AN EQUAL OPPORTUNITY EMPLOYER: St. Mary Academy – Bay View commits itself to maintaining a welcoming environment for all people and extends its welcome in particular to those who may be vulnerable to discrimination on the basis of their race, color, national origin, sex, religion, disability, age, marital or parental status, sexual orientation, military status or other legally protected status.

St. Mary Academy – Bay View is an all-girl independent Catholic school serving a diverse population of girls from preschool through grade twelve in Riverside, Rhode Island. A sponsored ministry of the Sisters of Mercy of the Americas, St. Mary Academy – Bay View fosters academic excellence in an innovative and creative learning environment while empowering each student to be a confident, independent, compassionate, and socially conscious faith-filled young woman.