



A Brighter World One Child at a Time.  
PRE-K 3 - GRADE 3

**Our Lady of the Blessed Sacrament School**  
**20 French Rd.**  
**Depew, NY 14043**

**Phone: 716.685.2544**

**Email: [info@school.olbsdepew.org](mailto:info@school.olbsdepew.org)**

**Fax: 716.685.9103**

**Website: [school.olbsdepew.org](http://school.olbsdepew.org)**

Date Posted: March 1, 2024

Send resume to: Name: Mrs. Nancy Kindred, Principal  
Address: OLBS School  
20 French Road  
Depew, NY 14043  
Email: [nkindred@school.olbsdepew.org](mailto:nkindred@school.olbsdepew.org)

Type of Employment: Summer: Part-Time ☒ If part-time, # of hours per week Full-Time: ☐

Job Title of Open Position: After School Staff

Salary: \$15.00 Salary will be: ☒ hourly ☐ other

Employer: Our Lady of the Blessed Sacrament School Department

Location Address: 20 French Road, Depew, NY 14043

Employer website: <https://www.olbsdepew.org>

### **Brief Job Description**

- Team supervision of approximately 40 preschool students (ages 3 and 4) after school through the end of the school year in June.
- School Days: Monday - Friday 2:00 pm - 5:30 pm
- Staff will supervise and interact with students during snack, crafts, gym time, free play and other activities planned by the director.
- The ideal candidate is energetic, enjoys working with preschool children, and has strong organization and communication skills.

**Qualifications: Degree Requirements/Experience**

- Completion of a background check (required).
- Completion of VIRTUS - Protecting God's Children 3 hour training (required).
- Experience working in an after school program, day care or elementary school as a teacher or teacher aide (preferred).
- Must be 21 years of age or older.
- Retirees are encouraged to apply!
- Professional in appearance and attitude.

**Desired Skills**

- Practicing member of the Catholic Church (preferred)
- Ability to maintain confidentiality in all matters
- Ability to solve practical problems
- Strong communication skills, able to communicate effectively with staff and families
- CPR and First Aid certification

E.O.E.

How to Apply: By Mail ☐ E-Mail ☐ Fax ☐ as above, **ASAP**