



Date Posted: July 22, 2022

Send resume to: Name: Mrs. Nancy Kindred, Principal  
Address: 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: Director of Before and After School Program

Salary: Hourly, Commensurate with experience 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://school.olbsdepew.org>

### **Brief Job Description**

- Plan weekly or monthly themed activities, games and crafts for students in grades Pre-K 3 through 3rd.
- Prepare a monthly newsletter for families describing the planned activities to encourage student participation in the program
- Meet regularly with administration to review the success of the program
- The ideal candidate is energetic, enjoys working with children, and has strong organization and communication skills.

### **Essential Duties & Responsibilities**

- Supervise students from 6:45 AM – 7:30 AM and again from 2:00PM – 5:30 PM
- Track and report student attendance
- Serve and supervise current breakfast program and after school snack
- Supervise and assist students with homework assignments
- Communicate regularly with school administration, staff and families
- Assist administrators in hiring staff for the Before and After School Program

**Qualifications: Required Education/Experience**

- Associates or Bachelors Degree in Elementary Education or similar field preferred.
- Experience working in a school setting or youth program
- CPR certification and First Aide training
- Completion of background checks and VIRTUS training (required) prior to start date

**Desired Skills**

- Compassionate, confident and possesses a sense of humor
- Professional in appearance and attitude

E.O.E.

How to Apply: By Mail  E-Mail  Fax  as above, no later than **ASAP**