



Position Available:

**After-School Program Coordinator/Summer Program Coordinator**

*Beginning: Immediately*

St. Peter's School is an independent, coeducational, non-sectarian Preschool through Eighth Grade school, educating approximately 175 students in the center of Philadelphia for over 180 years. St. Peter's School seeks a part-time After-School Program Coordinator/Summer Program Coordinator. The ideal candidate will be an organized, creative, and flexible problem solver with experience in programming, management, and collaboration.

The After-School Program Coordinator oversees all aspects of programming and logistics that happen beyond dismissal each day (and on selected days when school is closed) which includes--but is not limited to--homework time, general supervision of students, Enrichment Classes, interacting with parents, administrative tasks associated with enrollment for classes & billing, and handling all situations that come up on a daily basis. They will act as the primary school representative beyond 4PM each day and will either run, or staff an employee to run the front desk to initiate interactions with parents or visitors. Hours are approximately 12:30 – 5:30 PM and full days on school days off.

**Duties Assigned to After-School Program Coordinator:**

- oversee daily operations (i.e. daily check-in/dismissal, address parental concerns/questions, buy snack, etc.)
- hire and manage staff of five to eight After-School Teachers daily
- program and staff Enrichment Classes and post-dismissal homework time
- create Enrichment brochures each Academic Term and work with Advancement to have information updated on website and in our newsletter
- maintain paperwork for attendance, Enrichment Classes, and billing
- create and maintain After-School Program budget (planning, payroll, track expenses, etc.)
- assess and analyze programming each term/school year to ensure it is in line with needs of school community
- demonstrates a commitment to and actively supports the School, its Mission, and the Diversity Mission Statement

**Duties Assigned to Summer Program Coordinator:**

- oversee daily operations (i.e. daily check-in/dismissal, address parental concerns/questions, buy snacks, etc.)
- hire and manage staff

- help create marketing material with Advancement to have information updated on website and in our newsletter
- create curriculum for summer camp (ages 3 to 5 year olds)
- maintain paperwork for attendance and billing
- create and maintain Summer Program budget (planning, payroll, track expenses, etc.)
- demonstrates a commitment to and actively supports the School, its Mission, and the Diversity Mission Statement:

**St. Peter's School Mission and Diversity Mission Statements:**

*To honor the richness of childhood, foster mastery of academic principles,  
and educate students to be generous and committed citizens of their communities and the world.*

*St. Peter's School is committed to engaging and preparing students for meaningful participation in a diverse society.*

*We commit ourselves to the active pursuit of recognizing and honoring each person's voice and to fostering a school environment that embodies the values of equity, inclusion, and justice for others, with respect to race, ethnicity, culture, religion, socioeconomic status, ability, gender identity, and sexual orientation.*

St. Peter's School is an equal opportunity employer and does not discriminate on the basis of race, color, religion or creed, national or ethnic origin, gender, gender identity, sexual orientation, genetic background, age, disability, or military service in its hiring, employment or other programs and activities.