



Title: After School Instructor

Positions Open: EC/K Instructor, 1st - 3rd Gr. Instructor, and 4th - 8th Grade Instructor

Status: Part-time

Schedule: Monday - Friday, 2:30 - 5:45 p.m. Minimum two days required, with preference to those who are able to work 3+ days per week.

Compensation: \$20/hr

Start Date: ASAP

Reports To: Director of Auxiliary Programs

About Brookwood

Brookwood School is a PreK-8 independent school with 290 students located on a beautiful 30-acre wooded campus in Manchester, MA along the coastline of the North Shore of Boston. Brookwood provides an academically challenging education through a child-centered program focused on building 21st century skills and graduating students of conscience, character, compassion and cultural competence. It also offers a playful, collaborative work environment of more than 70 faculty and staff who go the extra mile to do what is best for kids.

Position Description and Candidate Characteristics

We are seeking enthusiastic and capable adults to work in an organized and fun After School program. Applicants must be at least 18 years of age, have experience working with children, and demonstrate character, compassion, and reliability. As always when working with children, flexibility is a must.

Children in the After School program range from ages 3 to 14. Staff will be assigned a particular age-group (EC/K, 1st - 3rd, or 4th - 8th) to regularly work with but should be prepared to occasionally work with any age group if called upon to meet the needs of the program.

The After School program for our Lower School students (Early Childhood-4th Grade) includes structured activities such as sports, art, free play, and reading. Students in the Lower School After School program join us as early as 3:00 p.m. and stay as late as 5:30 p.m., with some students dismissing at 4:00 p.m.

The After School program for Upper School students (grades 5 - 8) runs from 4:00-5:30 p.m. and includes structured activities such as sports, art, free play, and homework support.

To allow for setup and cleanup, staff shifts are from 2:30 - 5:45 p.m. each day. On occasion, and with notice, staff meetings or professional development may be scheduled beyond these hours.

Responsibilities of the role include, but are not limited to:

- planning and preparing a variety of high-quality activities both indoors and outdoors
- supervising and engaging with students at all times
- setting and enforcing behavioral expectations

- cultivating a positive community culture and environment
- ensuring student safety
- taking and monitoring attendance
- maintaining the cleanliness of spaces
- sitting at the front desk to facilitate pickup, answering the phone, and fostering positive interactions with families

Ideal Experience

- Experience with, and interest in, working with children is required.
- Transportation to get to work on time required.
- Willingness to be outdoors in a variety of weather conditions (within reason) required.
- Those with or working towards a related degree preferred, though formal education in a related field is not required.

How to Apply

A resume should be sent by email addressed to the Director of Auxiliary Programs. Contact information is below. No phone calls, please. Qualified candidates will be offered an initial interview on a rolling basis.

Kyla McMahan (she/her)
kcmcmahan@brookwood.edu

Brookwood School is a non-denominational independent school in Manchester, Massachusetts serving students in Early Childhood through Grade Eight. We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, gender identity, sexual orientation, and other characteristics protected by law. We encourage those who may add to the diversity of our community to apply. Please note: employment is dependent on completing a background and fingerprint check.