



**Title:** After School Instructor

**Status:** Part-time (September through June)

**Schedule:** Monday - Friday, 2:30 - 5:30 p.m.

- Minimum three days required, with preference to those who are able to work 4-5 days per week
- On occasion, and with notice, staff meetings or professional development may be scheduled beyond these hours.

**Compensation:** Starting at \$20/hr

**Start Date:** Orientation: TBD | Program Start Date: Wednesday, Sept. 6th

**Reports To:** Assistant Director of Auxiliary Programs

### **About Brookwood**

Brookwood is an Early Childhood through Grade 8 independent school of about 300 students located on a beautiful 30-acre wooded campus in Manchester, MA on the coast of the North Shore of Boston. At Brookwood, kids come first—not the test, not trophies, not to-do lists. We know how kids learn best. Every day, we use our expertise to challenge kids intellectually and ensure they feel valued so that they can grow into their best selves. Our program focuses on fostering a joyful community of lifelong learners and upstanding global citizens who embrace a culture of curiosity, kindness, and academic accomplishment. Brookwood also offers a playful, collaborative work environment for 85 faculty and staff who go the extra mile to do what is best for kids.

### **Position Description and Candidate Characteristics**

We are seeking enthusiastic candidates to work in an organized and fun After School program. Applicants must 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 work with any age group when called upon to meet the needs of the program.

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 getting dismissed at 4:00 p.m. The After School program for Upper School students (grades 5 - 8) runs from 4:00-5:30 p.m. Activities for all age groups include sports, art, free play, homework time, and reading.

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

- facilitating developmentally-appropriate, pre-planned activities, both indoors and outdoors, with the opportunity to plan and present lessons in partnership with the Assistant Director of Auxiliary Programs
- supervising and engaging with students at all times

- setting and enforcing behavioral expectations
- cultivating a positive and welcoming community culture
- ensuring student safety
- taking and monitoring attendance
- maintaining the cleanliness of spaces, especially at the end of the day
- assist with student transitions throughout the afternoon, including to: tutoring, music lessons, enrichment classes, and early pickups
- knowledge of student as individuals including health and behavioral needs, with support from Auxiliary leadership and the School Nurse

### **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 Assistant Director of Auxiliary Programs. Contact information is below. No phone calls, please. Qualified candidates will be offered an initial interview on a rolling basis.

Sophie Rothman (she/her)  
srothman@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.*