

## \*Aftercare and Camps Coordinator

Holy Spirit School is seeking qualified and motivated individuals to apply for the position of Aftercare and Camps Coordinator. This is a part-time position working approximately 3-4 hours per day, 5 days a week during the school calendar year. During the December, February, and April breaks, and for 6-7 weeks of the summer, this position oversees the vacation camps offered by the school which are full day programs that run approximately 9-10 hours on those days. This position can be combined with another position if the candidate's qualifications and interest align.

Responsibilities include:

- Supervision of students in PK and elementary school
- Supervising a team of staff that will help facilitate the programs
- Hiring and onboarding new staff members
- Scheduling and coordinating staff to ensure appropriate supervision of children
- Planning and overseeing the schedule of activities for students in the program
- Communicating with families about program information, student updates, and more
- Ensuring the safety of all students and staff during aftercare and camp hours
- Planning fun and engaging programs, activities and projects for students
- Taking and submitting attendance for all campers
- Leading as a role model for our students to exemplify and follow
- Working collaboratively with the Principal and office staff to deliver a successful program

Preferred candidates will have a Bachelor's Degree or Associate's Degree in the field of education or a related field, may have appropriate NYS Teacher Assistant Certification, and may have previous teaching experience. Candidates who do not meet all of the above requirements are still encouraged to apply.

Interested applicants should send a resume and cover letter **as soon as possible** to Mr. Michael Kosar via email or mail using the contact information below. Resumes will be accepted and evaluated on a rolling basis until the position is filled.

Holy Spirit School  
Attention: Michael Kosar  
54 Highland Drive  
East Greenbush, NY 12061  
[principal@hsseg.com](mailto:principal@hsseg.com)