



LION'S DEN AFTER-SCHOOL COORDINATOR

LOCATION	Addlestone Hebrew Academy
JOB TYPE	Part-time (15 hours per week)
SALARY	Commensurate with experience

Addlestone Hebrew Academy is seeking a dedicated and enthusiastic team member to help grow and strengthen our vibrant after-school program. This individual will work closely with school leadership to create an enriching and engaging environment for our students during after-school hours.

OVERALL RESPONSIBILITIES

- Plan, coordinate, oversee, implement, and evaluate all aspects of the Lion's Den After School Program at Addlestone Hebrew Academy. This includes, but is not limited to: student recruitment, staff recruitment, staff training and evaluation, program and enrichment development, security, and food service.
- Oversee communication channels, including parent emails, newsletters, and promotion.
- Develop a budget and help manage finances and contracts.
- Provide direct supervision of daily Lion's Den operations, including administration, student care, staff management, and food service.
- Develop and implement a recruitment and retention plan to support a fiscally sustainable model.
- Oversee the school's facilities during Lion's Den hours to ensure safe and effective use of space. Ensure DSS compliance is met across all Lion's Den After School programming, including attainment of any necessary licenses, certifications, and accreditations.
- Engage with parents and staff to gather feedback through surveys and ongoing communication.

PROFESSIONAL QUALIFICATIONS

The ideal candidate is energetic, dependable, and passionate about working with children. They should be proactive, organized, and comfortable managing multiple responsibilities in a dynamic environment. Experience in education or youth programming is a plus.

TO APPLY

Interested and qualified applicants should submit their current resumé to rabbip@addlestone.org.