



After Care Staff

Position Overview

St. Johns Country Day School seeks a reliable, energetic, and student-centered individual to support its After Care program. This role is responsible for creating a safe, structured, and engaging environment for students following the academic day, while supporting their social, emotional, and academic development.

Core Responsibilities

Student Experience

- Provides a safe, structured, and engaging environment for students
- Plan and implement age-appropriate activities, including homework support, enrichment opportunities, and recreational programming
- Foster a positive, inclusive environment that supports student social, emotional, and academic growth
- Establish and enforce program expectations aligned with School policies and behavioral standards

Operations & Administration

- Maintain accurate daily attendance records and ensure proper student sign-in/sign-out procedures
- Manage program logistics, including space usage, materials, and activity planning
- Ensure compliance with all School safety protocols and risk management procedures
- Monitor student behavior and address incidents in accordance with School policies

Communication & Family Engagement

- Serve as the primary point of contact for parents regarding After Care programming and student participation
- Communicate regularly with families regarding schedules, activities, and any student concerns or incidents
- Collaborate with faculty, division leadership, and administration to support student needs

Safety & Compliance

- Ensure all students are supervised at all times in accordance with School policies
- Maintain a safe and secure environment, including adherence to emergency procedures

- Conduct routine checks of program spaces and materials to ensure safety standards are met

Qualifications & Skills

Education & Experience

- Bachelor's degree preferred (Education, Child Development, or related field)
- Previous experience in after-school programming, education, or youth development required
- Experience in staff supervision or program leadership preferred

Professional Competencies

- Strong leadership and team management skills
- Excellent organizational and communication abilities
- Ability to build positive relationships with students, families, and colleagues
- Demonstrated ability to manage multiple priorities in a dynamic environment
- Commitment to fostering a safe, inclusive, and engaging student experience

Technical Proficiency

- Familiarity with student information systems (e.g., Veracross) preferred
- Proficiency in basic office and communication tools (Google Workspace, Microsoft Office)

Physical & Mental Requirements

Physical Requirements

- Ability to actively supervise students in indoor and outdoor settings
- Ability to stand, walk, and move throughout program spaces for extended periods
- Ability to lift and move materials up to approximately 25 pounds

Mental Requirements

- Ability to supervise groups of students while maintaining attention to safety and engagement
- Ability to respond calmly and effectively in dynamic or emergency situations
- Ability to communicate clearly and professionally with students, families, and staff

Working Conditions & Expectations

- Schedule aligned with the School calendar and After Care program hours
- Regular afternoon and occasional extended hours required
- Active, student-facing role requiring consistent engagement and supervision
- Expected to support the School's mission and actively contribute to a positive community environment

Compensation & Benefits

This is a part-time, non-exempt position with an hourly rate of **\$20 per hour**.

Eligible employees receive:

- Paid Time Off (PTO), in accordance with School policy

- **25% tuition remission** for eligible dependents attending St. Johns Country Day School

Benefits are subject to applicable eligibility requirements and School guidelines.

About St. Johns Country Day School

St. Johns Country Day School is one of the leading, non-sectarian independent schools in Jacksonville, Florida and maintains a PK3- Grade 12 school enrollment of 500 students. Learn more at sjcds.net.

Accreditations

Florida Council of Independent Schools

Cognia

Application

Please send a cover letter and current resume to hkennedy@sjcds.net

St. Johns Country Day School is an Equal Opportunity Employer and encourages all qualified candidates to apply. We do not discriminate based on any protected status under federal, state, or local law.