



The world needs great women...it starts at The Study. Founded 1915, and recognized as one of Canada's premier girls' schools, The Study actively fosters the development of character, confidence and visionary thinking. Dedicated teachers and staff offer a stimulating bilingual environment to more than 380 students from Kindergarten to Grade 11.

After-School Coordinator – Elementary School (Part-time 71%)

We are looking for an enthusiastic and talented After-School Programme Coordinator to offer creative and diverse programming that engages students to think critically and creatively. This is a part-time position, to commence in August 2019, 5 hours per day (1 PM to 6PM). The successful candidate will complement an exceptional and accomplished teaching faculty and staff in the Elementary School.

Position Requirements:

- Manage programs (after school programme, Homework Club, extracurricular activities, pedagogical days and half-days) , i.e. preparing and keeping records of attendance, registrations and consent forms of students
- Develop the structure of the program based on the needs and interest of students and their parents and provide students with activities designed to promote social, physical and intellectual growth
- Develop, manage and maintain partnerships with organizations and activity suppliers and build community support for the After School programs
- Responsible for the recruitment, hiring and training of the After School staff.
- Determine allocations of funds for supplies, materials and equipment
- Develop strategies to increase student enrollment to ASP, PED days and extracurricular activities.
- Be available for PED days (approx.. 15 per school year) from 8 AM to 5 PM.

Work and Educational Experience:

- A bachelor's degree in Child Studies or related fields
- French and English, mother-tongue proficiency
- Experience in child care or education

Letters of application and a CV, should be sent to Franca Monaco at fmonaco@thestudy.qc.ca by May 1st, 2019. We thank all candidates in advance. However, only those selected for an interview will be contacted.