



*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 Program (ASP) Coordinator – Elementary School**  
**(1 year full-time maternity leave replacement)**

We are looking for an enthusiastic and talented After-School Program Coordinator to offer creative and diverse programming that engages students and reflects our mission, vision and values. This position will commence in August 2022. The successful candidate will complement an exceptional and accomplished teaching faculty and staff in the Elementary School.

**Position Requirements:**

- 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 intellectual, physical and social growth
- Manage programs i.e. After School Program, Homework Club, extracurricular activities, pedagogical days and half-days
- Prepare and maintain records of attendance, registration and consent forms of students
- Develop, manage and maintain partnerships with organizations, activity suppliers and build community support for the After School Program
- 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.
- Availability on PED days (approximately 15 per school year) from 8 AM to 5 PM.

**Work and Educational Experience:**

- A Bachelor's degree in Child Studies or a related field
- 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](mailto:fmonaco@thestudy.qc.ca) by May 30<sup>th</sup>, 2021. We thank all candidates in advance. However, only those selected for an interview will be contacted.*