



Before and After School Assistant Administrator

Job location: Enfield, CT

Job Type: P/T hourly

28-30 hours per week

Educational Resources for Children, Inc. (ERfC) is a private, nonprofit organization established in 1994 to provide quality out-of-school time programs for children in Enfield, CT. All ERfC School-Age Centers are located in Enfield Public Schools and are licensed by the CT Office of Early Childhood Education.

ERfC's mission is...to team with kids, communities, schools, and families to grow resilient kids. Through innovative community collaborations, we help kids learn, reach their goals, and contribute to their communities. Our mission guides all of our organizational activities including our strategy of collaborating with a variety of organizations and individuals to provide quality, innovative services.

Job Description

Outstanding opportunity for a well-organized individual with demonstrated skills in administration, management, and the implementation of out-of-school time activities for students in grades K-5.

Assist in managing day-to-day operations of a Before & After School Center. Work with parents, staff, teachers, and community partners to develop program initiatives and to recruit students.

Qualifications

Candidate must be age 21+; able to demonstrate administrative, management, and organizational skills; experience working with school-age children in an educational setting, youth or recreational program.

Education Requirements

Must be qualified or willing to obtain Head Teacher Certification in Connecticut. A high school diploma or equivalency certificate or 12 (twelve) credits in early childhood education or child development from an accredited college and at least 1,080 hours of documented supervised experience over a (9) month span of time, including working with children ages 5-12 in a child care or day care center; **OR** a (4) year college degree in early childhood education or child development and at least 360 hours of documented supervised experience working with children ages 5-12.

Daily Schedule

Monday through Friday

Before School—6:45 AM – 8:45 AM

After School 2:30 PM - 6:30 PM

Weekly administrator meetings: Wednesdays from 12:30 pm – 2:00 pm

Additional evening activities

Approximately 28-30 hours/wk. Hourly salary is based on education and experience.

To Apply

Complete an on-line application at www.erfcinc.org and attach the following: a cover letter outlining your interest and experience; a resume; and an unofficial copy of your college transcript.