



Extended Day Program Leaders Job Description

Reports to: Site Coordinator / Director
Exempt/Non-Exempt: Non-Exempt
Program/Department: K-8 Extended Day

POSITION SUMMARY/OVERVIEW

We are seeking committed and passionate Extended Day Program Leaders to facilitate academic, physical, and enrichment activities as part of our Bridge the Gap programs. Be part of an innovative and creative team that impacts the Sausalito Marin City School District to create a safe and equitable learning environment.

MINIMUM QUALIFICATIONS

- Experience and interest in working with youth from diverse backgrounds in an after school setting
- Ability to work in a collaborative environment
- Available Monday through Thursday - 2pm-6pm, Wednesdays 1pm -6pm
- Ability to reliably commute to school site in Marin City/Sausalito
- Must pass a criminal background check and TB clearance
- Flexible, well organized and able to take initiative
- Must be able to relate effectively with diverse communities and demonstrate understanding of cultural diversity
- Willingness to learn and gain skills related to group instruction, lesson planning and best practices in supporting students
- 6 ECE units preferred (or in process)

SKILLS + CERTIFICATIONS

- Competent with G-Suite, Slack and other platforms
- First Aid & CPR (or attained within 2 months of employment)
- Mandated Child Abuse Reporter Certified

WORK ENVIRONMENT/MINIMUM PHYSICAL REQUIREMENTS

- You must have the physical, visual, and auditory ability to perform the essential functions of the position/job/role with or without reasonable accommodations.

KEY RESPONSIBILITIES & PRIMARY DUTIES

- Promote a safe and positive classroom environment
- Actively supervise and ensure student safety at all times
- Model positive and proactive attitudes, behaviors, and language
- Plan, and facilitate engaging enrichment and physical activities for students
- Promote a safe and positive emotional climate in the classroom and on the campus
- Provide overall support of the program including support for field trips, special events and family events
- Assist in community outreach, parent communication and volunteer supervision
- Serve as part of a larger BTG team
- Other duties as assigned by supervisor

WHY BTG

We proudly aim to inspire and support the underserved students of Marin City and Southern Marin. Our students are primarily from low income families of color and attend schools in the Sausalito Marin City and Tam Union High School Districts.

Students come to us with many factors influencing their school success and level of self-efficacy. Many also face significant challenges and trauma associated with economic hardship and community marginalization. At Bridge the Gap, we strive to meet kids where they are, support them in the best way possible, and help them develop the tools they need to grow as students and individuals. **Find out more** details about student demographics.

Visit our website at www.btgcollegeprep.org.

DISCLAIMER

This job description is not meant to be all-inclusive. This job description is not a written or implied contract.

ACKNOWLEDGEMENT

Bridge the Gap is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.