



Extended Day Program (EDP) Staff Job Description

Reports to: Site Coordinator / Director

Exempt/Non-Exempt: Non-Exempt

Program/Department: TK - 8 Extended Day

School Year Schedule: ~ 22 hours/week - Starting August 5

POSITION OVERVIEW

Looking for dedicated, committed, and passionate individuals to join our Extended Day Program (EDP) Team. We are a supportive team working to create equitable learning environments with TK - 8 students in the Sausalito Marin City School District.

MINIMUM QUALIFICATIONS

- Experience working with children from diverse backgrounds aged 5 -13
- Ability to reliably commute to southern Marin County
- Commitment to educational equity
- Ability to work in a collaborative environment
- Available Monday through Friday during program hours (approx. 2pm - 6pm)
- Understanding of youth development principles
- Flexible, well-organized, and able to take initiative
- Must be able to relate effectively with diverse communities and demonstrate understanding of cultural diversity
- 6 ECE units preferred

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
- Live Scan & TB Clearance

KEY RESPONSIBILITIES & PRIMARY DUTIES

- Develop a nurturing, safe, respectful learning environment
- Be a positive role model for students
- Support the emotional well-being of the students
- Plan and lead daily academic and enrichment activities

- Lead an enrichment class (i.e. art, music, writing)
- Assist with daily operations of the EDP including supervision of youth, maintaining accurate attendance records, and collaborating with fellow staff members
- Work collaboratively to create a supportive and fun learning environment with students and staff
- Be responsible for maintaining a safe environment for students
- Participate in staff development, including team and supervisor meetings
- Provide overall support of the program including assistance 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

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.

ACKNOWLEDGEMENT

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

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