



Extended Day Program (EDP) Leader Job Posting

Reports to: Site Coordinator / Director

Exempt/Non-Exempt: Non-Exempt

Program/Department: TK - 8 Extended Day

School Year Schedule: Approx. 18-20 hours/week

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 field trips, family and special 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.

Compensation and Benefits

This position is a part-time, onsite non-exempt position. The compensation is very competitive at \$20-27 per hour (DOE). Benefits include eligible BTG holidays.

Position Schedule

This position is on-site during extended day program hours and possible evening events as needed. The schedule is approximately 18-20 hours per week, M-F during 2-6 pm.

How to Apply

Please submit your resume and cover letter to jobs@btgcollegeprep.org.

DISCLAIMER

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive or all-inclusive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. This job posting/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.