



Afterschool Coordinator

The Afterschool Coordinator is a part-time, non-exempt position at Indian Mountain School whose hours are 1:30pm - 5:30pm Monday through Friday. This position reports to the Assistant Head of Lower School.

Responsibilities:

- Coordinating and managing the Afterschool program including; hiring and supporting afterschool staff, enrichment and lesson teachers, and managing program budget in collaboration with other LS administrators
- Managing Afterschool and enrichment communication with families including; student schedules, enrollment, and billing

Qualifications:

- Experience working in an educational setting with children aged 4-10
- Experience managing educators or leading others (preferred)
- Bachelor's Degree of Education or equivalent experience in a school setting

Please send resume and application materials to employment@indianmountain.org. Candidates whose qualifications and experience align with the school's needs will be contacted.

Indian Mountain School seeks faculty and staff members who are eager to participate in an inclusive, respectful, and diverse school community. Candidates from diverse backgrounds are encouraged to apply.

Indian Mountain School is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, sexual orientation, national or ethnic origin in the administration of its employment policies, educational policies, admissions policies, financial aid and loan programs, and other school-administered programs.