



Before and After School Administrator

Job location: Enfield, CT

Job Type: P/T hourly

34 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 Department 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 year-round opportunity for an experienced and well organized individual with demonstrated skills in administration, management, and the implementation of academic, enrichment, and life skills curriculum for students in grades K-5.

Manage day-to-day operations of a Before & After School-Age 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; and a demonstrated ability to train, supervise, and evaluate staff.

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.

Other Requirements

If offered a position, candidates must be willing to obtain First Aid and CPR and medication certification; be fingerprinted and pass a criminal background check; and provide a completed medical history form and proof of a negative tuberculin test

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 34 hours/wk. Hourly salary is based on education and experience. Insurance available.

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.