

### After School Narnia Coordinator - Primary School

Brookfield Academy, a private, independent, college preparatory day school, is seeking a part-time After School Narnia Coordinator for the Primary School for the 2025-26 school year. Working hours will be from 2:30 pm-6:00 pm, Monday through Friday.

The Narnia Coordinator is responsible for the supervision, instruction, and care of Level A-2 students enrolled in the Narnia Extended Day Program and will be responsible for the following:

- Maintaining individual student schedules and recording after school activities, arrival times, and departure times.
- Supervising both indoor and outdoor activities of students.
- Record keeping of student hours in the program for billing purposes.
- Oversee the completion of student homework and answer questions as necessary (Level 2).

Strong interpersonal and organizational skills are needed for daily contact with students, parents, and faculty, along with keeping accurate records for student safety and billing purposes. The ideal candidate will enjoy working with children and be able to create a positive learning environment, as well as maintain a high level of professionalism while assisting students. Applicants with a love of learning and an ability to relate to ambitious and motivated students are sought.

Interested applicants should have an understanding of a classical and liberal arts curriculum, which is essential to the Mission and philosophy of Brookfield academy. Please see:

<https://www.brookfieldacademy.org/mission>

To apply for this position, please prepare the following:

- Cover Letter
- Résumé

Please email the above items to:

Elizabeth Andersen, Director of Human Resources

[elizabeth.andersen@brookfieldacademy.org](mailto:elizabeth.andersen@brookfieldacademy.org)