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# PINE COBBLE SCHOOL

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## **After School Kids (ASK) Staff Job Posting**

Pine Cobble School is looking for After School Kids (ASK) staff for the 2024-2025 school year.

### **About Pine Cobble School**

Pine Cobble School is a small all gender Beginners through Grade 8 independent school that embraces with open arms all races, ethnicities, and socioeconomic groups. The school's goal is to offer academic skills and other learning opportunities in a supportive, community based atmosphere that allows our students to learn, explore, and thrive.

### **Job Summary**

Pine Cobble School seeks staff for After School Kids (ASK) program for the 2024-2025 school year. This is a flexible 12.5 hour per week position and 40 hours per week during school vacations. We welcome college students who have any availability during the week, this could be 1-2x a week, up to 5x a week. We are also looking for applicants who would be willing to be on call as after school substitutes.

### **Essential Duties and Responsibilities**

- Engage with children and participate in daily activities
- Supervise children at all time and update attendance as children arrive and depart
- Ensure a positive learning environment
- Possess a caring personality
- Be punctual, patient, responsible, and dependable
- Maintain a healthy and safe classroom environment
- Possess good communication skills and professionally interact with parents
- Have the ability to be creative and flexible and create activities in the spur of the moment or on rainy days
- Value and model Pine Cobble's character pillars: compassion, respect, honesty, awareness of others, courage, gratitude, responsibility, and perseverance.

### **Qualification Requirements**

- high school diploma or equivalent
- prior experience preferred

**Non-discrimination Statement**

The School is committed to a policy of non-discrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religion, sex, pregnancy or pregnancy-related condition, sexual orientation, gender identity and expression, national origin, ancestry, age, physical or mental disability, genetic information, veteran status, military service, application for military service, or any other status protected by applicable law. The School will make reasonable accommodations for qualified individuals with known disabilities or pregnancy-related conditions, in accordance with applicable law.

**To Apply**

Please submit a cover letter, résumé, statement of educational philosophy, and 3 references to Ellen Sutherland, Human Resources Coordinator, at [hr@pinecobble.org](mailto:hr@pinecobble.org).