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**PINE COBBLE SCHOOL**  
est. 1937

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**Pine Cobble After School Kids (ASK) Assistant Director  
Job Posting**

**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 Summery**

Pine Cobble School is looking for An After School Kids (ASK) Assistant Director. This position is three (3) hours per day when school is in session, 2:30 -5:30 p.m., with opportunities for up to twenty (20) full eight hour program days

**Essential Duties and Responsibilities**

- Assist in planning and programming for After School Kids (ASK) club for preschool through eighth grade students.
- Communicate with families regarding programming and other concerns
- In the absence of the Director of Auxiliary Programming, the Assistant Director assumes the roles and responsibilities of the Director
- Supervise children daily ages 2.9-14 years of age
- Adhere to Pine Cobble processes and administrative duties under the direction of the Director of Auxiliary Programming
- Additional duties as assigned

**Qualification Requirements**

- High school diploma or equivalent
- 2+ years of experience working with children preferred
- Solid understanding of child development and ability to engage students in productive activities
- Good communication and organizational skills
- Experience leading or managing a group

**Rate of Pay:** \$21.00 per hour

**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, resume and three references to Ellen Sutherland, Director of Human Resources at [e.sutherland@pinecobble.org](mailto:e.sutherland@pinecobble.org).