



AFTERCARE LEAD ASSOCIATE

St. Brigid School is seeking an organized, motivated person to be the Lead Aftercare Associate for the 2022-2023 school year.

Hours are 2:00-5:30 pm Monday through Friday

The ideal candidate will work closely with the director of aftercare to ensure efficient day to day operations of the program and management of the staff. Duties include managing staff, delivering snacks and supplies to the aftercare rooms, ensuring proper student-staff ratios are maintained, and assisting the director with daily on-site tasks.

Excellent customer service, communication skills, and a desire to work with children a must. Computer skills desired.

To apply, email a cover letter, resume, and 3 letters of reference to William Burke, Principal and Julie Roy, Director of Aftercare, Summer Program, and Athletics.
william.burke@portlanddiocese.org and julie.roy@portlanddiocese.org