

After School Program Coordinator and Youth Ministry Coordinator

St. Philip's Church in the Highlands in Garrison, New York is seeking an After School Program Coordinator and Youth Ministry Coordinator to help create and to lead an After School Program for elementary and middle school aged students as part of our mission and vision to be a vibrant and thriving member parish of the Episcopal Diocese of New York, and to be a radically inclusive spiritual center for the our community. We celebrate in the Episcopal tradition, work to transform lives through Christ and his teachings of love and justice, and help restore all to unity with God.

This is an exciting opportunity for an energetic, innovative leader of youth who is called to build and create! After School Program position responsibilities include collaborating with St. Philip's Church leadership in the creation of – and subsequently administering and managing – a daily, safe, engaging, fun, and structured After School Program (ASP) environment at St. Philip's Church Parish House for students in elementary and middle school.

The coordinator will plan and implement activities which will run from 3:30 PM until 5:00 PM weekdays, and will supervise students. Administrative responsibilities of the program include recruiting and enrolling students, managing the program budget and logistics, and hiring and overseeing additional support staff as needed.

Planning and Implementation:

- Develop and implement age-appropriate activities by creating a fun and engaging curriculum that complements conventional school learning.
- Recruit and supervise leaders/staff for activities and program offerings such as a cooking class, an art class, a sports class, etc, which may be offered daily, or weekly, on a rotating basis.
- Provide as-needed homework assistance and academic support.

Student Support and Supervision:

- Supervise students and ensure their safety and well-being.
- Promote positive student behavior and social interaction.

Communication and Collaboration:

- The After School Program Coordinator will work collaboratively with the Rector, Church Staff, and Nursery School Staff as well as with lay leaders and volunteers.
- Communicate regularly with parents and guardians of students enrolled in the program.

The **Youth Ministry** component to this position takes place weekly on Sunday mornings, and any other days/hours as determined in collaboration with the rector. Responsibilities include supporting St. Philip's parish mission by overseeing and coordinating:

- Children's Chapel (Sunday school)
- Promoting energy and organization for our children's choir
- Education and fellowship for our growing junior high demographic.

Interested applicants may contact The Rev. Amanda Eiman at rector@stphilipshighlands.org.