

Director, Mercy After Care

Waldron Mercy Academy is seeking an energetic and responsible part time Director for our Mercy After Care program. This is a wonderful opportunity to work with children of all ages. After Care is offered daily during the school year from 3 PM - 6 PM, Monday to Friday and occasionally on in service days from 8 AM to 4 PM. Waldron Mercy is an independent, coeducational Catholic school sponsored by the Sisters of Mercy located in Merion Station, PA (suburban Philadelphia), serving grades PreSchool -8. We are a school where the joy of discovery inspires serious study, social responsibility, and strong faith.

Essential Functions:

- Provides leadership and oversees daily operation of the after care program
- Hiring and management of after care staff
- Creating a personal, engaging and welcome after school environment
- Supervising activities such as homework, indoor and outdoor play
- Resolving behavioral and other issues
- Assisting students with “bumps and bruises” using our First Aid kit
- Communicating effectively and responsively with parents/caregivers
- Managing paperwork including daily sign out sheets for billing (estimated to be an additional 5 hours per week)

Qualifications:

- Bachelor's degree in related field of study and/or related work experience
- Ability to resolve student behavioral issues and conflicts
- Excellent verbal and written communications skills with students and parents
- Demonstrated organizational skills
- Experience managing staff of high school students and adults strongly preferred
- Valid unexpired Pennsylvania background clearances

Physical Requirements and Work Environment

- Works in a highly stressful environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts.
- Be able to occasionally lift up to 30 lbs.
- Works indoors and in outside weather conditions, including extreme heat and cold.

Interested candidates should send a resume and cover letter to **employment@waldronmercy**.

Waldron Mercy Academy is an equal-opportunity employer.