



Founded in 1967, Gaston Day School is a nonsectarian, college-preparatory school for grades preschool through 12 with approximately 500 students and 65 full and part-time faculty and staff.

This posting is for a full-time, twelve month Extended Learning Coordinator. The Gaston Day Extended Learning Coordinator is responsible for establishing and developing new after school and summer co-curricular activities. A competitive candidate will be driven, have connections in the community, and enjoy working with students in grades spanning Preschool through 12. The Extended Learning Coordinator will report to the Head of Lower School and has a start date of July 1.

Broad responsibilities:

- Create an innovative plan to establish and implement diverse programming for GDS students and surrounding community members
- Hire and coordinate staff for after school enrichment and summer programming
- Manage co-curricular resources and budgets
- Develop short and long range planning for after school and summer programming
- Work with the GDS marketing and enrollment offices to assist with open houses, orientations, and admission tours
- Responsible for communication to students, families, staff and broader community
- Develop and maintain strong relationships with internal and external community members
- Respond to parent and student concerns by facilitating resolutions in a professional, fair and timely manner

Personal attributes:

- Exhibits developed organizational skills, self-motivation, punctuality, and collegiality
- Exhibits strong willingness to receive and implement constructive criticism
- Works independently and in a team environment
- Displays a good work ethic and has strong attention to detail
- Flexible in hours worked as this position may require hours outside of the traditional school day and school calendar.

Experience and education requirements:

A four year degree from an accredited institution and previous experience in an educational environment is required. Experience with project management and marketing is preferred. Before hiring, the candidate will undergo a background check through Gaston Day School.

Contact: To apply, respond to Heather Wynkoop by sending a resume and cover letter to hwynkoop@gastonday.org

Gaston Day School is committed to increasing the racial, ethnic, and religious diversity of our faculty and staff. The School welcomes applicants who would bring additional dimensions to the school's teaching mission. In accordance with law, Gaston Day School is an equal opportunity employer and hires without discrimination on the basis of race, color, religion, national origin, sex/gender, age, or disability.