

NANTUCKET PUBLIC SCHOOLS  
NANTUCKET, MA 02554

M E M O R A N D U M

TO: All Staff  
FROM: Superintendent's Office  
RE: Anticipated Vacancy  
DATE: October 31, 2022

POSITION	AVAILABLE DATE
<b>Assistant Children's Enrichment Coordinator</b>	October 31, 2022 – June 30, 2023
Nantucket Community School	

**JOB DESCRIPTION:** This position will coordinate and supervise all aspects of outside of school time activities and childcare for elementary aged children, including, but not limited to, Extended Day and summer camp programming. The Assistant Children's Enrichment Coordinator will report directly to the Children's Enrichment Coordinator.

**TERMS of EMPLOYMENT:** This is a full time, benefit-eligible position, up to 40 hours per week, 52 weeks per year. Qualified applicants must be available to work a flexible schedule that includes morning, afternoon, evening and possible weekend hours (depending on program needs and time of year).

**QUALIFICATIONS:** Associate's Degree or higher in a related field. Experience in a related field (child development, education, sports & recreation management, camp counselor, coach, customer service, project management) is preferred.

**APPLICATION:** Interested candidates should apply by October 17, 2022 to the Nantucket Community School Director. Candidates are requested to submit a letter of interest, resume and NCS Application via email to [GraziadeiA@npsk.org](mailto:GraziadeiA@npsk.org). Full job description available upon request. Applications can be found at [www.nantucketcommunityschool.org](http://www.nantucketcommunityschool.org).