

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: December 6, 2022

POSITION	AVAILABLE DATE
Assistant Children's Enrichment Coordinator	January 1, 2023 – 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 December 23, 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. Full job description available upon request. Applications can be found at www.nantucketcommunityschool.org.