

**Archdiocese of San Francisco**  
**Department of Catholic Schools**  
**Job Posting**

**Date:** August 13, 2021

**School Name:** St. Anthony-Immaculate Conception School

**School Address:** 299 Precita Ave.

**Contact Person:** Barbara Moodie

**Position Title:** After School Program Coordinator

**Position Type:** Part time

**Job Description:** St. Anthony-Immaculate Conception School, a Catholic K-8 Elementary School located on the border of Bernal Heights and the Mission Districts is seeking a part -time coordinator for our after school program – Dolphin Club. Position is part time: Mondays 12:15pm – 6:00pm, Tuesdays – Fridays 3:00pm-6:00pm. Responsibilities include, but are not limited to:

- preparing snack for Dolphin Club after care students
- scheduling and organizing time and activities for after care
- communication with Principal regarding any concerns/needs
- taking attendance of aftercare participants
- student instruction including coding, creative uses of iPad and apps, photography, robotics
- facilitate and develop after school robotics program

**Requirements/Qualifications:**

- college degree preferred
- must complete and submit a livescan fingerprint form
- experience working with children

**Application Instructions:**

- Download and complete the employment application for teachers found on <https://schools.sfarch.org/employment>
- send letter of introduction, resume and 3 letters of recommendation

Send all of the above, employment application, letter of introduction, resume and letters of recommendation to [bmoodie@saicsf.org](mailto:bmoodie@saicsf.org) OR mail to:

ATTN: Barbara Moodie                      299 Precita Ave.                      San Francisco, CA 94110

The Archdiocese of San Francisco adheres to the following policy: "All employees of the Archdiocese of San Francisco and Department of Catholic Schools shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories." (Administrative Handbook #4111.4)