



Afternoon Coordinator

The Opportunity

As a member of the NativityMiguel Coalition, Covenant Prep is on an extended day program, running from approximately 7:30 AM to 5:30 PM and includes a Summer Academy. The hours for this position are 2:00 pm - 6:00 pm Monday-Thursday and 12:30-4:30pm on Friday.

This is a temporary position that we are looking to fill immediately. It will continue through the end of the 2023-2024 school year. Compensation is commensurate with experience on an hourly basis.

Responsibilities

- Coordinate tutors and students for study hall and homework club
- Coordinate with afternoon volunteers
- Complete administrative tasks as assigned by the admin team
- Cover classes and supervise students as needed
- Communicate with families who are late for pickup
- Monitor front desk from 5:15 pm - 6:15 pm
- Lock up the building each night
- Pack leftover House of Bread lunch in to-go containers for students to take home and manage food in refrigerator
- Coordinate with cleaning crew
- Contribute to other school programs as assigned by the admin team
- Van maintenance, as assigned by the admin team
- Other duties as assigned

Qualifications and Attitude

- Experience working with youth, middle school grades preferred.
- Comfortability with the Google Suite.
- A firm commitment to social justice and Covenant Prep's mission.
- Generosity of spirit, exceptional work ethic, flexibility, and a willingness to consistently learn.

About Covenant Prep

Covenant Preparatory School provides young men in grades 5 through 8 from underserved communities in Hartford, the foundation required to successfully pursue higher education, to develop the strength of their character, and to inspire them to live with integrity as leaders committed to their communities. More information about the school can be found on our website:

www.covenantprep.org.

Covenant Preparatory School is strongly committed to equal opportunity for all its employees and actively seeks diverse candidates for employment. Covenant Prep does not discriminate in employment opportunities or practices on the basis of sex, race, color, religion, national or ethnic origin, age, disability, veteran status, sexual orientation, gender identification, or any other characteristic protected by law.