

St. John's School

Early Learning Center & K-8

Job Title: Director of Extended Care

- **Job Type:** Full-time
- **Location:** St. John's School, Denver, Colorado

Job Summary

We are seeking an enthusiastic and experienced leader to join our team at St. John's School. St. John's is a Christian, ELC-8 school that has been serving the Denver area for over 140 years. As an extension of St. John's Church, we pride ourselves on creating an environment for children to grow in their faith, excel in their education, and thrive in community. We have a prospering K-8 school, Early Learning Center, Extended Care Program, and Summer Camp, backed by an extremely welcoming, supportive, and encouraging parent community.

Denver, Colorado is a wonderful city to live and work, boasting a vibrant urban atmosphere, a rich cultural scene, and proximity to the great outdoors. At an elevation of 5,280 feet, Denver enjoys over 300 days of sunshine annually with easy access to the Rocky Mountains for skiing, hiking, and mountain biking. St. John's School overlooks Washington Park, one of Denver's most beautiful green spaces, featuring two lakes, a boathouse, and numerous sports facilities.

Core Role: As the Director of Extended Care, you will be responsible for leading our before and after school programs, School Day Outs, and Summer Camp. You will also be the lead facilitator for external groups sharing our facilities to provide camps, clubs, and other services.

Duties and Responsibilities

Program Leadership & Operations

- **Program Development:** Develop engaging programming, schedules, and recreational activities for Summer Day Camp, before/after school care, and most "School Day Out" (no-school) days.
- **Staff Management:** Hire, train, schedule, and support staff for all extended care and camp programs. Conduct yearly summer camp staff training and lead regular staff meetings.
- **Marketing:** Partner with the St. John's School Marketing Coordinator to identify target families and market programs appropriately to drive enrollment.
- **Registration & Communication:** Develop, maintain, and assist families with the registration process for before/after school care and summer day camps. Responsibly manage and respond to daily parent communications regarding attendance and scheduling.
- **External Group Facilitation:** Serve as the primary point of contact and lead facilitator for external organizations utilizing St. John's facilities to host clubs, camps, and extracurricular services.

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Compliance, Licensing, & Safety

- **Licensing Compliance:** Maintain the Colorado state school-age childcare license for the extended care program. Understand, implement, and train staff on state childcare licensing guidelines and health department regulations.
- **Safety Administration:** Ensure a safe, nurturing, and inclusive environment that promotes faith development as well as social and emotional growth for school-age children.
- **Operations & Logistics:** Reserve and coordinate the physical use of space across the St. John's campus. Purchase and serve snacks that adhere to USDA guidelines for school-age care. Maintain and purchase games, manipulatives, and STEAM supplies.

Budget & Collaboration

- **Financial Management:** Collaborate with the Principal and the Accounting Department to create an annual budget; communicate regularly with accounting regarding billing and expenditures.
- **Ministry Alignment:** Collaborate with the Director of Children and Family Ministry regarding Summer Day Camp Bible time and spiritual programming.
- **Community Engagement:** Partner with school leadership to participate in school-wide events, open houses, and relevant community activities.

Qualifications and Requirements

Professional Qualifications

- Ability to hold the appropriate director qualification for our Extended Care and Summer Camp programs is essential.
- Must be at least 21 years of age.
- Bachelor's degree in Early Childhood Education, Youth Development, Recreation Administration, Elementary Education, or a related field preferred.
- Proven experience supervising groups of school-age children and managing staff in a camp or extended care setting.
- Strong organizational skills, attention to detail, and excellent interpersonal communication skills.
- Knowledge of Colorado state childcare licensing requirements is preferred upon employment, or the demonstrated ability to acquire this knowledge quickly upon hire.
- Strong understanding of developmentally appropriate practices for school-age children.
- Holding legal authorization to work in the United States is the responsibility of the applicant; St. John's School does not provide US work visas or permits.

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Personal & Spiritual Qualifications

- A genuine love for children and a deep desire to help them grow socially, emotionally, and spiritually.
- Regular and active participation in a Christian church, with a preference for St. John's Church.
- Commitment to a Christian worldview and lifestyle, with a willingness to uphold the St. John's Church and School Statement of Faith and Marriage Values (provided to shortlisted applicants).
- Ability to work collaboratively and cooperatively with St. John's school and church staff members.

Background Checks & Training (Required Upon Hire)

- Willingness to undergo and pass a CBI/FBI fingerprint background check and the TRAILS child abuse and neglect background check.
- Signing and adhering to the St. John's School Adult Code of Conduct with Minors.
- Completion of all online training classes required by the State of Colorado (including standard precautions, preventing and responding to child abuse/neglect, immunizations, and playground safety).

Benefits and Compensation

Compensation is commensurate with qualifications and experience. The salary range for this position is up to **\$53,000 per year**.

We offer an excellent benefits package, including:

- Health insurance
- Retirement plan
- A significant tuition credit of up to **\$22,000 annually** for staff children enrolled at St. John's School or the ELC (available for staff members who are active members of St. John's Church).

How to Apply

If you are committed to helping children learn and grow, share our commitment to Christian values, and would love to work in a warm, collaborative environment, we encourage you to apply for this exciting leadership opportunity by contacting the Principal: phil.barnard@sjdenver.org