

Employment Opportunity

The Cambridge School



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| Position Title | After-School Program Coordinator |
| Location | The Cambridge School, San Diego, California |
| Reports To | Grammar School Principal |
| Job Type | Part-Time; Monday - Friday, 2:00 - 6:00pm during the school year, summer prep work in July |
| Salary Range | \$27 - \$29 per hour (depending on experience) |

About The Cambridge School

If you're looking for a meaningful vocation that seeks to form young people to live flourishing, eudaemonic lives while collaborating with thoughtful, mission-focused colleagues in an intentional community of faith and learning, The Cambridge School in beautiful San Diego, California, might be just the place for you!

We are a JK-12th grade Classical Christian school that is 20 years old and thriving. We are committed to equipping students to think well, love rightly, and live wisely through an educational model that is rooted in historic Protestantism and the best of the classical tradition. Our mission embodies a dedication to shaping students' affections towards the true, good, and beautiful by providing them with an education that is formative and not merely informative. While this is no easy task in our day and age, together we are faithfully seeking to cultivate wisdom and virtue in our students through our academically-vigorous and spiritually-robust community of faith and learning. If this resonates with you, please go to our school website at www.cambridgeclassical.org to learn more and apply!

Position Overview

The After-School Program Coordinator oversees all aspects of The Cambridge School's after-school offerings, including both the Cambridge Club program and after-school enrichments. This role ensures a safe, structured, and engaging environment for students from dismissal through 5:30 PM, while coordinating a diverse range of enrichment opportunities such as academic clubs, arts, and extracurricular activities. The coordinator provides leadership to after-school staff, manages program logistics, and serves as the primary liaison between families, faculty, and enrichment vendors. With a strong focus on organization, communication, and student care, this role extends the mission of The Cambridge School by supporting students' growth in wisdom and virtue beyond the classroom.

Essential Duties and Responsibilities

- **Student Supervision:** Maintain a safe, structured, and engaging environment for students during after-school hours, including supervision, activities and dismissal
- **Staff Leadership:** Supervise and support after-school staff, ensuring appropriate coverage and a high standard of care for all students
- **Administration & Safety:** Manage daily operations of Cambridge Club and enrichment programs, including attendance, scheduling, vendor coordination, enrollment tracking, pick-up lists, parent emails, and overall program logistics, while ensuring adherence to safety protocols
- **Communication:** Maintain proactive, positive communication with parents, staff, and vendors regarding program details, while effectively collaborating with staff, exercising good judgement, maintaining confidentiality, and supporting the Mission and Vision of The Cambridge School

Qualifications & Skills

- **Education and Experience:** High School diploma required; Bachelor's Degree preferred. Prior experience working with elementary-aged children required, with program coordination or school-based experience preferred
- **Core Competencies:** Strong organizational, communication, and multitasking skills, with the ability to manage competing priorities and exercise sound judgement. Proficiency in Google Workspace (Email, Drive, Docs, Sheets, and Calendar) and Microsoft Office, with comfort using standard office and school-based technology systems
- **Personal Attributes:** Professional, approachable, and dependable, with a strong customer-service mindset and commitment to supporting the Mission and Vision of The Cambridge School

How to Apply

Interested candidates are invited to send a letter of interest, resume, and references to careers@cambridgeclassical.org.

The Cambridge School is an equal opportunity employer and welcomes candidates from all backgrounds who agree wholeheartedly with our Statement of Faith and our articulation of our mission.
