



Before & After School Care Program Lead

We continually invite and welcome applications as we seek to enrich our community with enthusiastic and experienced Montessorians for all positions as we grow every year. Our public school is currently comprised of Transitional Kindergarten/Kindergarten, Lower Elementary and Upper Elementary environments. Please send your resume and a cover letter highlighting why you feel fit with this role to employment@rivermontessoricharter.org.

“Club Montessori”, our before and after school camp, includes guiding children through curated arts and crafts projects, culinary experiences, and outdoor adventures, all while fostering social connections among peers. As a Montessori institution, we champion exploration, creativity, community, growth, and autonomy.

The ideal candidate must be a consistent, dependable worker with a passion for working with children. They must possess positive communication skills, and a professional attitude when interacting with our whole community. High school diploma and proven experience working with children is required.

Primary Responsibilities Include:

- Maintaining a clean and organized space with attention to tidiness and appearance standards.
- Demonstrating the ability to work effectively with others to build positive relationships with the school community. This includes managing phone calls, retrieving voicemails, responding to emails, and working directly with parents and staff.
- Providing strong customer service, and strict confidentiality.
- Preparing after school snacks.
- Supervising children and ensuring their overall safety including conflict resolution.
- Working closely with the Director before the start of each school year to establish program goals, set clear objectives, define desired outcomes, and create evaluation instruments.
- Planning after school activities, events, and crafts dedicated to the child and Montessori methodology.

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River Montessori Charter School is an Equal Opportunity Employer and does not discriminate against any persons (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics).

- Increasing visibility of the River Crew program by announcing upcoming events and disseminating timely program information to the school community to enhance program awareness and increase registration.
- Responsibility for making sure that all administrative tasks are completed accurately and on time. This includes maintaining all program records, including registration, attendance, and billing.
- Providing clear guidance and support to River Crew staff by managing daily and monthly calendars; and providing direction on activities and responsibilities to ensure that staff are delivering quality programs, meeting requirements, and maintaining a safe environment.
- Strong time management and project prioritization skills, demonstrating good judgment, systemic thinking, problem solving, and performance organization.

School Breaks & Non-School Days: Camp runs year-round to support our families during school breaks, holidays, and teacher development days, with modified hours that may include full days.

The information presented in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

About Us:

We are a public nonprofit Montessori elementary school located in Petaluma, alongside Ellis Creek and Shollenberger Park. Our beautifully diverse community filled with young children and their eagerness to learn makes this school a very special place to work. For more information about employment at River Montessori please go to <https://www.rivermontessoricharter.org/career.html>.