



ST. AGNES
ACADEMY
for GIRLS

ST. DOMINIC
SCHOOL
for BOYS

The Dominican
COMMUNITY of SCHOOLS

Job Title: Head EDA Counselor

Position Type: Part-time

About Us: St. Agnes Academy-St. Dominic School is seeking an experienced and dedicated individual to lead our after-school program team. Our Extended Day Activities program provides care for children from PreK-2 through 8th grade in a nurturing and engaging environment.

Key Responsibilities:

- Oversee and manage the daily operations of the after-school programming for Grades K-6.
- Lead and engage with students through indoor and outdoor activities.
- Ensure the safety and well-being of students at all times.
- Plan and facilitate snack times.
- Assist students with their homework.
- Design, create, and implement fun-filled and educational activities.
- Mentor and support students in developing strong interpersonal skills.
- Maintain positive relationships with students, parents, and staff.
- Supervise and support other counselors and staff members.

Qualifications:

- Strong ability to manage classroom/camp settings.
- Must be at least 21 years old.
- High school diploma or equivalent required; a degree in education or a related field is preferred.
- Minimum of 3 years of experience working in after-school programs, summer camps, and/or child-based care.
- Proven leadership skills and experience in managing a team.
- Ability to work afternoons from 2:00-6:00 p.m. Monday through Friday.
- Strong communication and organizational skills.

What We Offer:

- A supportive and collaborative work environment.
- Opportunities for personal and professional growth.
- The chance to make a significant impact on young lives.
- Competitive compensation based on experience.

If you are passionate about leading programs for children and looking for a rewarding part-time opportunity, we would love to hear from you!

How to Apply: Please submit your resume and a brief cover letter indicating your availability and relevant experience to langlin@saa-sds.org or to eda-summercamp@saa-sds.org. We look forward to hearing from you!

St. Agnes Academy-St. Dominic School is an Equal Opportunity Employer dedicated to promoting diversity in the workplace and strongly urges all qualified individuals to apply.

St. Agnes Academy- St. Dominic School is a Catholic, independent school in Memphis, Tennessee, inspired by the Dominican Pillars of Study, Prayer, Community, and Service. We have a supportive, familial school connected by a warm, welcoming atmosphere. The school, which offers both single-gender and co-educational programs in grades PK2-12, is committed to growing well-balanced students, mind, body, and spirit, in a faith-filled environment.