

# Seattle Children's Theatre

**Position Title:** Extended Care Supervisor

**Department:** Education

**Supervisor:** Education Program Manager

**Classification:** Part-time

**Pay Rate:** \$14.00 per hour

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**About the Organization:** Seattle Children's Theatre (SCT) is one of the most prominent theatres for young audiences in the United States and the world. The mission of Seattle Children's Theatre is to provide children of all ages access to professional theatre, with a focus on new works, and theatre education.

## **Essential Duties & Responsibilities:**

- Supervise children before and after class
- Engage students in games, conversation or suggest age-appropriate independent activities
- Communicate appropriately and effectively with adults and children
- Perform administrative tasks
- Maintain an environment aimed at the safety and well-being of program participants

**Time commitment:** The ability to work all dates and times for most or all of extended care is strongly preferred for this position.

## CAST Program Extended Care:

Tuesday and Thursdays, 12:30-2:00pm

- September 19 – December 7 (No class November 21 or 23)
- January 9 – March 29 (No class February 20 or 22)
- April 17 – June 7

## Break Camp Extended Care:

Morning: 7:45-9:15am

Afternoon: 3:45-5:45pm

- October One Day: October 13
- Thanksgiving Break Camp: Monday, November 20 – Wednesday, November 22
- Winter Break Camp 1: Monday, December 18 – Friday, December 22
- Winter Break Camp 2: Tuesday, December 26 – Friday, December 29
- Mid-Winter One Day: Wednesday, January 31
- Mid-Winter Break Camp: Tuesday, February 20 – Friday, February 23
- Spring Break Camp 1: Monday, April 2 – Friday, April 6
- Spring Break Camp 2: Monday, April 9 – Friday, April 13

**Qualifications:** You must be 18 years or older to apply. Two years of college or two years of equivalent work experience. Highly organized and patient with strong customer service skills. Experience working with youth a must.

**Position is open until filled.** To apply, please send 1) a current resume, 2) a cover letter stating how your qualifications, experience, knowledge, skills, and abilities are a match for this position, and 3) three professional references to Laura Knote, Education Program Manager, at [laurak@sct.org](mailto:laurak@sct.org)

**No phone calls, drop-ins or physical mailings please.** SCT seeks to create an inclusive and diverse work environment.