



Midday Program Staff

School: Harold and Mickey Smith Jewish Academy

Reports to: Academic Leadership Team

Status: Part time, 15-20 hours per week, with some flexibility for college class schedules

Schedule: Monday-Friday, about 10 a.m.-2 p.m., school days only. Holidays and summers off

Pay: \$22 an hour

Start Date: Immediate opening

Position Summary

The middle of the school day is when kids run, play, eat, and connect with friends, and we want it to be the best part of their day. As our Midday Program Staff, you'll play an integral part in ensuring they can do these things safely and with appropriate behavior. You'll keep recess safe and fun, keep lunch calm and friendly, and in some grades facilitate school routines or games.

Smith Jewish Academy is a warm, close-knit community. You'll know students by name, work alongside caring teachers, and be an adult kids look forward to seeing every day.

Who This Is Perfect For

- **College students in education, outdoor recreation, health care, or a related field.** Get real, paid experience with kids. The hours fit around afternoon or evening classes, and you'll gain skills and references for your teaching or rec career.
- **Parents with free time during the school day.** Work while your own kids are in school, with no nights, weekends, or summers.
- **Anyone who loves the outdoors and enjoys working with kids.** Former camp counselors, coaches, youth leaders, and people who'd rather be outside than at a desk.

Harold and Mickey Smith Jewish Academy

Barry Family Campus | 4330 South Cedar Lake Road | Minneapolis, MN 55416

www.smithja.org | 952.381.3500

Primary Responsibilities

Recess

- Supervise students on the playground and field, positioned to see every area.
- Coach students through conflicts, teaching fair play, taking turns, and including others.
- Respond to minor injuries with basic first aid, and report incidents to the office.

Lunch

- Supervise the lunchroom for a calm, respectful, and inclusive atmosphere.
- Help younger students with their lunches, and watch for food allergy needs.
- Lead clean-up routines and smooth transitions.

Midday Activities and Student Groups

- Plan and run indoor options for rainy days, such as games, nature exploration, crafts, or sports skills.
- Coordinate with teachers on students who need extra support or attention.
- A candidate who would like more hours may be eligible to work in an after-school or athletics support role.

Safety and Communication

- Know where every student is. Follow school procedures for head counts, boundaries, and building security.
- Report injuries, behavior concerns, and safety issues promptly.
- Help with transitions to and from these activities.

Qualifications

Required

- Experience working with children (ages 5-14) as a camp counselor, coach, tutor, youth group leader, babysitter, or parent volunteer
- Reliability — kids and teachers count on you being there on time, every day
- A calm, firm, and kind presence — you can set limits and keep the fun going
- Comfort working outdoors in most weather and staying on your feet for several hours
- Willingness to pass a background check and fingerprinting
- Willingness to get CPR and first aid certified if asked

Preferred

- Coursework in education, outdoor recreation, child development, or physical education
- Experience leading games, sports, or outdoor programs
- Familiarity with Jewish community life, or interest in learning about it

Why You'll Love It

- **Midday hours** that leave mornings and evenings free
- **A school calendar** with holidays, breaks, and summers off
- **Real experience** for your résumé, along with mentoring from experienced educators
- **A job where you spend time outside, keep moving, and make kids' days better**

To Apply

Please send a short note about why you'd be great with our students along with your résumé or a list of relevant experience to Justin Held at jheld@smithja.org. Please tell us which days and hours you're available.