

St. Helen Catholic School

Part Time Extended Day Coordinator

St. Helen Catholic School located in Vero Beach, FL is searching for a Part Time Extended Day Coordinator (Monday thru Friday, school calendar year) for the 2025-2026 School Year. The hours would be 3:00–5:40 on regular scheduled school days and 12:00-5:40 on noon dismissals.

The Diocese is dedicated to providing excellent working conditions with competitive compensation in order to attract and retain an outstanding workforce. The Diocese also offers a 403(b)-retirement plan to all employees. Information on our retirement program can be found [here](#).

Qualifications:

- Must have previous experience with supervising and working with small children
- Must agree to fingerprint through the outlined process
- Will be responsible for overseeing the program
- Will be responsible for scheduling Extended Care Assistants
- Will be responsible for setting up and planning age-appropriate activities
- Will ensure proper supervision is in place
- Will ensure the safety of students with proper identification for pick up of all students
- Will follow all guidelines set forth by the Diocese of Palm Beach
- Comfortable working with on-line programs for check in and check out of children
- Will communicate with parents about any changes in aftercare locations
- Ability to multitask, work independently and make responsible judgment calls.
- Ability to work effectively with Diocesan employees, department heads, representatives of other agencies, and the general public.
- Excellent analytical skills and problem-solving capacity.
- Ability to stay focused and organized.
- Strong interpersonal skills.
- Ability to respect confidentiality and consistently exercise discretion and good business judgment.
- Strong ethical values.

Physical Requirements:

- Occasional light lifting and carrying of under 15 pounds
- Occasional moderate carrying and lifting of 15 – 44 pounds
- Occasional lifting and carrying up to 50 pounds
- Occasional bending, climbing, stretching, and kneeling
- Frequent use of both hands and fingers
- Occasional moments of minimal and routine hearing

The above is intended to describe the general context and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

To apply, download and complete the [Employment Application](#) and submit along with your cover letter, resume, salary requirements and list of references to the attention of Deborah Irish, Principal, St Helen Catholic School. principal@sthelenschoolvero.org