



## After Class Enrichment™ (ACE) at River Glen School

*Extending Learning, Enriching Lives, Empowering Communities*

### Job Announcement

After Class Enrichment is seeking part-time employees to assist with their after school programs. ACE's mission is to introduce students to new knowledge and skills, while promoting a sense of friendship and community.

**Position Title:** ACE Site Coordinator

**Pay Rate:** \$15.00-\$35.00/hr (depending on experience; hiring generally begins at starting range)

**Hours:** Mon, Wed, Thursday, Friday 2:30-5:30pm and Tuesdays 1:30-3:30pm with occasional lunch time, weekend, and evening hours

**Location:** River Glen School (1088 Broadway Avenue, San José CA 95125)

#### Responsibilities:

- Assist with daily operations and coordination for after school classes and sports
- Escort students to and from classes to ensure safety and timeliness
- Collaborate with on-site entities including *Think Together*
- Provide administrative support to ACE founders
- Work closely with students, parents, families, teachers, and staff to promote a sense of community and well-being

#### Qualifications:

Candidates should have an interest and appreciation for working with elementary and middle school students and their families. Experience working in a school setting is desired. Bilingual (English and Spanish) preferred. Administrative experience needed includes Microsoft Word, Excel, and Powerpoint.

#### To apply:

Send a cover letter and resume to [greg@afterclassenrichment.com](mailto:greg@afterclassenrichment.com)

#### For more information contact:

Greg and Heidi Wolcott, Founders  
After Class Enrichment™ (ACE) LLC

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