Out-of-School Time (OST) Program Director

The Chatfield School | Lapeer, Michigan
Part-Time (Grant Funded Position) | $25.00 per Hour

The Chatfield School is seeking a caring, energetic, and organized **Out-of-School Time (OST) Program Director** to help lead our expanding before-school and after-school enrichment programs for students in grades K-5.

Working alongside our current Before & After School Director, this individual will help create engaging experiences that support student growth, learning, and well-being outside the traditional school day.

Responsibilities

- Assist with the planning and daily operation of OST programming.
- Supervise students during before-school and after-school enrichment activities.
- Support and supervise program staff and activity leaders.
- Build positive relationships with students, families, and school personnel.
- Lead all activities
- Ensure a safe, structured, and engaging environment.
- Assist with special events, field trips, and enrichment opportunities.
- Additional duties may be assigned

Qualifications

- Experience working with school-aged children required.
- Previous leadership, education, youth development, or recreation experience preferred.
- Strong communication and organizational skills.
- Ability to work collaboratively with staff, students, and families.
- Bachelor's degree preferred but not required for qualified candidates.

Compensation

- **$25.00 per hour**
- Part-time position with flexible scheduling based on program needs.
- 26-30 hours per week before and after school (6am-8am, 2:30pm- 6pm)

.To Apply

Please submit a resume and letter of interest to khuestis@chatfieldschool.org