



THE BOYS SCHOOL OF DENVER

After School Program Assistant (Part Time)

This position is for an After School Program Assistant. Primary role would be to help manage the office during after school activities. This role would serve as the point of contact for parents and program instructors, and assist students as needed.

- *Hours are from 3:30-5:30, Monday through Friday. Report promptly at 3:30.*
- *Supervise after school activities and manage front office*
- *Answer phone call, and front door*
- *Track students' attendance*
- *Be willing to perform emergency response procedures as needed*
- *This position reports to the School's Office Manager*

To apply, please send your resume and cover letter to ismael.alvarez@boysdenver.org