

The Family Center at Brooklyn Friends -- Part-Time Admissions Associate

The Family Center at Brooklyn Friends School is an early childhood program designed to meet the developmental needs of 2-year-old children, ranging in age from 2 years to 2 years 11 months old at the start of the school year.

You will find more information about the program at brooklynfriends.org/familycenter.

Part-time Admissions Associate responsibilities include:

- Admissions Groups : Groups visits are always scheduled on Mondays (12:30 - 5) and Thursdays (12:30-3:30) starting in late September though the end of February. In addition, some Tuesdays, Wednesdays or Fridays, 12:30-1:30, will be scheduled.
- Working collaboratively with Director and teachers to make admissions decisions
- Supporting Director in the management of applications and records.
- Participating in Fall and Spring Tours if scheduling allows

We seek candidates with early childhood experience, especially with 2 and 3 year-olds, and an understanding of 12-month to 4 year-old development. A bachelor's degree is required, and some experience with early childhood assessment is helpful.

This seasonal work begins September 2019 through the end of February 2020, possibly continuing into the spring months. There will be a range of 10 to 15 hours per week during the Admissions season. Throughout the year, there is also an opportunity to Substitute Teach in the classrooms depending on availability.

Interested applicants should submit resume and cover letter to

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