



Job Opening: Auxiliary Programs Coordinator, 2026-27 School Year

St. Martin's-in-the-Field Episcopal School is an accredited, co-educational independent day school in Severna Park, MD, enrolling 240 students (Preschool-8th Grade). St. Martin's promotes a love of inquiry, a sustaining faith, a call to service, and a generous spirit open to new ideas. Our school encourages each individual to grow in Confidence, Compassion, and Character.

St. Martin's is seeking an enthusiastic and dedicated Auxiliary Programs Coordinator to join our team for the 2026-2027 school year. The ideal candidate will be energetic, flexible, and child-focused and will have a genuine interest in joining a small and collaborative school community and providing a positive learning experience for each student. This person would also embrace the families at the school and demonstrate a passion for helping children develop socially, emotionally, spiritually, and physically.

Position: Auxiliary Programs Coordinator

Location: St. Martin's-in-the-Field Episcopal School, Severna Park, MD

Start Date: August 2026

Salary: \$40,000

Position Summary

The Auxiliary Programs Coordinator is responsible for the safety, planning, organization, and day-to-day management of after-school programs, including clubs and aftercare. This role ensures that all programs provide a safe, engaging, and enriching environment for students while supporting families' needs beyond the regular school day.

Key Responsibilities

- Develop, coordinate, and oversee a variety of before/after-school clubs and enrichment opportunities for students
- Plan and manage daily before/after-school programming, including schedules, activities, and staffing
- Recruit, train, and supervise before/after-school staff and club facilitators (including external vendors)
- Ensure a safe, inclusive, and supportive environment for all students
- Manage student enrollment, attendance, and program records
- Communicate regularly with families regarding schedules, updates, and student needs
- Collaborate with school leadership and faculty to align programming with school values and student interests
- Monitor program quality and make ongoing improvements based on feedback
- Oversee materials, supplies, and budget for auxiliary programs
- Ensure compliance with school policies and MSDE Office of Childcare licensing requirements
- Provide backup coverage for front office operations as needed
- Other duties as assigned

Qualifications

- Bachelor's degree in education, child development, or related field preferred
- Experience working with children in an educational or childcare setting



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- Strong organizational and communication skills
- Ability to manage multiple tasks and adapt in a fast-paced environment
- Demonstrated leadership and team management experience
- Commitment to creating a positive and inclusive student experience
- Must hold or be able to obtain required licensing certifications, including but not limited to CPR/First Aid, Basic Health and Safety, and Medication Administration Training

Preferred Skills

- Experience coordinating extracurricular or enrichment programs
- Familiarity with aftercare or extended-day programs
- Strong problem-solving skills and attention to detail

Work Schedule

- This is a 10.5-month position following the school calendar
- Hours are Monday through Friday, 10:00 a.m. – 6:00 p.m., with occasional flexibility as needed for special events or programming

Physical Demands:

The position requires the ability to perform various physical tasks, including walking, climbing stairs, running, standing, bending, reaching, and the ability to lift up to 50 lbs. Candidates must be able to actively participate in all activities related to the role.

How to Apply:

Interested candidates should submit a cover letter, resume, and three professional references to Jan Wilder (jwilder@stmartinsmd.org). For more information about St. Martin's -in-the-Field Episcopal School and our programs, please visit <https://stmartinsmd.org/>.

More About St. Martin's

Mission Statement: We seek to inspire in students a love of inquiry, sustaining faith, and a generous spirit open to ideas, peoples of the world, and a call to service. At our Episcopal school, students discover who they are as learners, leaders, and friends. We create a welcoming community encouraging each individual to grow in **Confidence, Compassion and Character**, grounded in the knowledge that each is a child of God.

Statement of Inclusion: We seek to embrace and promote diversity among our students, faculty, administration and trustees. Our learning community recognizes and respects the diversity of modern society; we provide our students with opportunities to gain exposure to a multicultural curriculum that celebrates individual differences. All students are considered without regard to gender, race, sexual orientation, religion, and national or ethnic origin.

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Employment Philosophy: St. Martin's-in-the-Field Episcopal School is an equal opportunity employer. The school does not discriminate on the basis of race, national or ethnic origin, religion, gender, disability, or sexual orientation in the administration of its education programs, admission policies, employment practices, financial aid programs, or any other school programs or activities. St. Martin's is committed to an equitable program and a diverse faculty and student body. We actively seek candidates from diverse backgrounds.

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