

JOB OPENING: Program Leader & Coordinator

Application due: April 15, 2026

Start date: Late August, 2026.



Job opening for a part-time Program Leader & Coordinator at the Village School, a nature-based independent preschool and elementary school in Royalston, MA.

Overview: The Village School is seeking an experienced educator and administrator to develop and lead programs for preschool and elementary students and families. The Program Leader & Coordinator will run daily after school programs, and coordinate special enrichment activities with guest teachers, including music lessons, dance classes, and martial arts classes. They will also help to coordinate outreach programs such as our Roots & Sprouts play group for babies and caregivers, and assist with special events and summer programs as needed.

Required:

- 2+ years experience as an educator
- Demonstrated commitment to nature-based education
- Demonstrated commitment to promoting equity and inclusion in education

Preferred: A degree in Education. Experience guiding children through conflict resolution from a non-violent communication standpoint. Strong communication, organization and classroom management skills. Significant experience with leading children ages 3-12 years old in an outdoor educational setting.

After School Program Responsibilities

- Supervise daily after school routines, including free play, snacktime, and homework help
- Implement organized activities, such as art, craft or STEM projects, outdoor activities, cooking
- Facilitate, engage with and encourage conflict resolution with students.
- Plan and manage the daily schedule and transitions.
- Collaborate with specialist and guest teachers.

Administrative Responsibilities

- Organize weekly Wednesday afternoon programming with outside guest teachers
- Organize after school music lessons and movement programs such as dance, martial arts, etc.
- Help to coordinate outreach, special events and summer programs
- Publicize events on social media and in the community
- Communicate with families
- Maintain attendance and billing documentation
- Attend staff meetings and professional development as applicable
- Strive to build connections and collaborate with teachers across our school community.

This individual must be able and willing to go outdoors with children in any kind of weather, and join in hiking and other outdoor activities. The job involves lifting up to 50 lbs. This is a great opportunity to work with experienced teachers in a small cohesive school.

Hours: Approximately 15-20 hours per week during the school year.

Compensation & Benefits

- \$18,000-22,000 for the school year (additional pay available for summer program work).
- 40 weeks includes pay for all school vacations and school holidays, except summer vacation.
- Tuition discount for staff children attending the school.
- Eligible to join Delta Dental plan.
- Eligible to join the school's TIAA-CREF retirement plan.

Please [apply here](#)

Email director@villageschoolma.org with questions.

School website: villageschoolma.org