



Employment Opportunity for 2022-23 School Year

Employment Listing: Extended Day Director

Description of Position: Our Lady of Mercy School is seeking a joyful, passionate, Christian individual to join our team. Our Lady of Mercy is a 3Y-8th grade Catholic School in the Mid-City area of Baton Rouge. We have been providing a safe, loving and faithful environment to educate children of our parish for over 65 years. Interested candidates should email resume' and cover letter to Ms. Allyson LaBorde, M.Ed., Head Principal.

Responsibilities:

- Coordinates hiring of extended day employees.
- Creates and maintains weekly schedule of employees.
- Coordinates registration of students into extended day program.
- Supervises and assists with supervision of students and employees.
- Performs other duties consistent with the nature of the position or that may be requested by the OLOM administration

Work Schedule: Part-time, 10 month employee

Educational Level and/or Certification Required: High school degree is required. Bachelor's degree from an accredited university is encouraged.

Work Experience:

- Experience working with adults and children.
- Experience working in a school or school office is preferred.

How to Apply: Interested candidates should email their resumes and cover letter to Ms. Allyson LaBorde, Principal - alaborde@olomschool.org.

Application Due Date: Open until filled

CHURCH

[P \(225\) 926-1883](tel:(225)926-1883) [F \(225\) 923-0448](tel:(225)923-0448) [W olomchurch.com](http://olomchurch.com)
445 MARQUETTE AVENUE, BATON ROUGE, LA 70806

SCHOOL

[P \(225\) 924-1054](tel:(225)924-1054) [F \(225\) 923-2201](tel:(225)923-2201) [W olomschool.org](http://olomschool.org)
400 MARQUETTE AVENUE, BATON ROUGE, LA 70806