



Assistant Center Director - Math Monkey (Part-time) (Leawood, KS)

Math Monkey of Leawood is a supplemental education program. We offer a classroom setting for students from Kindergarten through 7th grade. We also offer 1-on-1 assistance for students up through high school. At Math Monkey, we believe there are two kinds of students, those who love math and those who WILL love math. In our classroom setting we teach students mental math techniques to increase their speed, accuracy and problem solving skills. The curriculum is game-based so students have fun and enjoy the learning process.

IDEAL CANDIDATE: College of Business/Education student, current/retired teacher or administrator willing, and able, to work. This is a part-time position and applicant must be available to work during the following hours: 3:00 – 7:30 PM Monday through Friday, 10 AM to 3:30 PM Saturday (some Saturdays will be required). This position is part-time and will be 2 to 4 days a week.

BRIEF DESCRIPTION/RESPONSIBILITIES: Assistant Center Director co-manages all aspects of the Math Monkey Knowledge Center. This position is crucial to the smooth functioning of the center. You are the primary “face” of Math Monkey to the clients and public, and the “behind the scenes” administrative support for the Math Monkey staff.

Responsibilities will include:

- Working with families from initial inquiry to registration for classes
- Preparation of center for classes and 1-on-1 sessions
- Scheduling of employees and students
- Following up on parent questions/concerns
- Billing
- Organization of Knowledge Center
- Documentation

Required skills:

- Ability to multi-task
- Passion for math education, children, and making a difference
- Professional and friendly disposition



- Self-starter
- Excellent written and verbal communications skills
- Outstanding customer service skills
- Passion for organization
- Detail oriented
- Excellent computer skills (Word, Excel)
- Sales skills/experience a plus
- Social Media skills a plus

Job Type: Part-time