

## Sacred Heart Summer Camp Program Director (Full /Part Time)

The Academy of the Sacred Heart is an independent, Catholic, college-prep institution for girls offering 17 years of instruction for one-year-olds through twelfth grade. Academy of the Sacred Heart is one of 24 Network of Sacred Heart Schools in the United States-Canada sponsored by the Religious of the Sacred Heart (RSCJ).

### Job Description

The Summer Camp Program Director is directly accountable to the Summer Camp Director. S(he) works with lead teachers, campers, and parents to ensure that the spirit and the life of the school reflect the *Goals and Criteria* of Sacred Heart education. S(he):

- Understands, embraces, and implements the school's mission and philosophy as written in the *Goals and Criteria*; participates in the Christ-centered life of the school; and models the school's philosophy in working with campers, parents, colleagues, and administration.
- Manages the program to ensure a safe and secure environment for campers and staff.
- Establishes routines and enforces ASH camp policies, procedures, and practices.
- Works with Camp Director to recruit and train camp employees.
- Supervises employee performance with the summer camp director in accordance with camp policies
- Participates in a comprehensive training program to prepare all camp employees effectively for their responsibilities.
- Works with Camp Director to coordinate, plan and secure use of campus space including gym, classrooms, community spaces, and athletic fields.
- Oversees all camp activities and makes any necessary program changes within the summer camp season.
- Monitors revenues and expenses and manages program in accordance with budget.
- Submits receipts for vendors, field trips, and camp supplies.
- Creates work schedules with program teachers to proactively and efficiently maintain the program with minimal disruption.
- Maintains effective communication with parents regarding their child's experience, as needed.
- Ensures compliance with LA Licensing regulatory standards, Summer Hearts only.
- Recruits and onboards Lead Teachers and Camp Instructors, ensuring appropriate counselor-to-camper ratio.
- Works with Camp Director to Plan and facilitate Saturday meetings and orientation before the start of camp.
- Ensures Lead Teachers and Instructors are appropriately trained in planned activities and are aware of daily schedule, responsibilities, and field trip locations.
- Works with Camp Director to create and manage a daily camp schedule.

- Ensures a clean and safe environment for campers, including classroom set-up and breakdown
- Works with the summer camp director to secure substitutes in the event of illness or other emergencies.
- Distributes camp apparel.
- Stores supplies at the end of camp.
- Agrees to fulfill the terms of the contract of employment.

### **Preferred Qualifications**

- Certification in Elementary Education or Bachelor's degree
- At least two years of teaching experience in a Lower School classroom
- Has the ability to work well in a team environment and collaborate with camp staff and other departments campuswide.
- Possess excellent leaderships skills, management, and organizational skills.
- Demonstrate strong communication skills both internally and externally with families.
- Extensive knowledge of the laws that pertain to all camp activities in the state of LA
- Possess a high degree of discretion and confidentiality, as necessary and appropriate

### **Application Process**

Applicants should submit the following to Meliss Salta at [msaltaformagio@ashrosary.org](mailto:msaltaformagio@ashrosary.org).

1. Cover letter indicating why they are particularly interested in and qualified for the position.
2. Current résumé.
3. Names, addresses and telephone numbers of three references. (We will obtain permission from candidates before contacting references.)
4. During the application process, you will be asked to complete the ASH Employment Application PDF, which is available for download at [ashrosary.org/careers](http://ashrosary.org/careers)

*The Academy of the Sacred Heart is an equal opportunity employer. The goal of the Academy of the Sacred Heart is to hire and motivate an outstanding and diverse faculty and staff who work together harmoniously toward the common mission.*