



CHRISTIAN BROTHERS HIGH SCHOOL

Position Title: Summer School and Camps Administrator

Reports to: Assistant Principal

Employment Status: Seasonal (May – July)

FLSA Status: Exempt

Compensation: \$10,000 Stipend

Position Summary:

The Summer School and Camps Administrator plays a critical role in ensuring the successful execution of two key programs: the high school summer school program and the summer camps program for younger children, including rising 9th graders. This position requires a dynamic and organized leader who can seamlessly manage both programs while fostering an environment that supports academic excellence, personal growth, and community engagement.

The Administrator is tasked with designing and implementing programs that meet the diverse needs of participants, from high school students seeking academic enrichment to younger children exploring creative and educational themes. This includes overseeing curriculum development, recruitment, staff supervision, and budget management.

By collaborating with faculty, staff, and external partners, the Administrator ensures alignment with Christian Brothers High School's mission and values. Additionally, this individual is the primary point of contact for parents and students, providing guidance and support to foster a safe, inclusive, and enriching environment.

This position also plays a pivotal role in marketing and promoting the programs to the community, ensuring maximum enrollment and engagement. The Administrator's work is essential in shaping a memorable and impactful summer experience that reflects the Lasallian commitment to education, service, and innovation.

Essential Job Duties and Responsibilities:

Leadership and Program Development

- Design and implement a comprehensive summer school program for high school students that meets their academic, spiritual, and developmental needs.
- Oversee the development and execution of summer camps for non-high school-aged children and rising 9th graders, including theme-based activities such as STEM, the Arts, and athletics.
- Align summer programs with CBHS's educational goals and resources.
- Promote both programs internally and externally, ensuring alignment with the Lasallian mission.
- Establish and maintain relationships with families, faculty, and community partners to support program success.

Program Management and Supervision

- Oversee student enrollment and scheduling for both summer school and camps in collaboration with the Registrar and Assistant Principal.
- Develop and monitor the budgets for summer school and camp operations, ensuring efficient use of resources.
- Coordinate the recruitment, hiring, training, and supervision of staff, including teachers, counselors, and camp personnel.
- Ensure all programs operate safely, efficiently, and effectively by adhering to school policies and procedures.

Instructional and Activity Oversight

- Provide guidance and support to teachers and camp staff regarding curriculum, activities, and student engagement.
- Ensure consistency and alignment with CBHS standards for academic and enrichment programs.
- Facilitate regular communication with faculty and camp staff to evaluate and improve programs.

Student and Parent Support

- Maintain a safe and inclusive environment for all students.
- Address disciplinary issues in accordance with CBHS policies, ensuring fairness and consistency.
- Serve as the primary point of contact for student and parent concerns for both programs.

Marketing and Recruitment

- Collaborate with the Communications team to create promotional materials and increase visibility for both summer school and camps.
- Develop recruitment and retention strategies to maximize enrollment.

Qualifications and Competencies:

- Bachelor's degree in education or a related field required; advanced degree preferred.
- Minimum of three years of experience in teaching, administration, or program development.
- Proven ability to lead and manage teams in an educational setting.
- Strong organizational, communication, and interpersonal skills.
- Proficiency in technology, including learning management systems and data analysis tools.

Working Environment:

The work environment includes typical school administrative settings. Physical demands may involve extended periods of sitting, standing, and light lifting.

Application Process:

Interested candidates should submit a cover letter and resume to hr@cbhs-sacramento.org. Applications will be reviewed on a rolling basis until the position is filled.