



CHRISTIAN BROTHERS HIGH SCHOOL

Job Description

Job Title: **Pre-High School Summer Program**
Reports to: **Director** Director of Admissions
Employment Status: Seasonal (Immediately – July)
FLSA Status: Exempt Annual
Compensation: Stipend - \$5,000

Summary of position: Christian Brothers High School is seeking a fun, creative, committed and organized individual to further the mission of the school through the development and management of pre-high school summer programs for students entering second through 9th grade.

Essential Job Duties:

- Design and create summer camp program that meets the needs and interests of students entering 2nd through 9th grade. Theme-based camps around STEM, the Arts, and other academic subjects shall age-appropriately complement the high school curriculum programs/resources available at CB.
- Ensure delivery of programs and activities appropriate to the camper population.
- Develop and monitor budget for the camp operations.
- Develop and implement recruitment and retention strategies.
- Assist with marketing to increase camper attendance and camp usage.
- Recruit staff based on camper enrollment and program management requirements.
- Hire, train, and supervise staff in collaboration with Director of Human Resources.
- Identify campus/classroom locations.
- Build relationships with camp families, CB faculty and staff.
- Oversee the systematic approach to database management for campers and families.
- Work collaboratively with internal and external groups to ensure the enhancement of the camp operation.
- Annually seek and analyze input from youth, families, and staff regarding the quality, safety, and enjoyment of the program.
- Oversee the financial management and fund development operations to allow for adequate annual funding and to meet long-term goals.

Qualifications

- Possession of a bachelor's degree in education or related field preferred.
- Experience equivalent to two years' experience in education (elementary or middle school experience preferred) or program development for youth.
- Flexibility to dedicate time and attention to the program for the duration of the program.

Job Skills

- Be self-motivated and self-disciplined;
- Proficiency in computer skills and related word processing and data management;
- Have excellent organization and communication skills.

Working Environment

The work environment is representative of those an employee normally encounters while performing the essential functions of this job. The following physical demands may be required: extended periods of sitting and / or standing, some lifting, carrying and significant fine finger dexterity,.

Interested parties should submit a resume and cover letter to hr@cbhs-sacramento.org. This position is open until filled.