



Director of Summer at Santa Catalina

School Description

Santa Catalina School is a vibrant, independent Catholic school offering student-centered co-education to PreK through grade 8 and an all-girls' boarding and day college preparatory upper school serving grades 9 through 12. Santa Catalina exists to develop in each student a striving for excellence, a maturing awareness of moral and spiritual values, a sense of responsible purpose, and a determination to serve the world with courage, grace, and compassion. With the cornerstones of excellence, spirituality, service, and responsibility, the school is committed to providing a supportive learning community for each student to grow in their intellectual, personal, and spiritual life, making Santa Catalina a transformational educational experience for its students. Santa Catalina prepares students to lead lives of meaning and purpose.

Summer at Santa Catalina is an all-girls day and resident summer camp for girls entering grades 2-10 dedicated to the mental, emotional, and spiritual growth of girls through experiential education.

Position Summary

Santa Catalina School, a nationally recognized, independent Catholic school in Monterey, California, seeks a dedicated professional to provide outstanding administrative leadership as the Director of Summer at Santa Catalina. The desired candidate will have a demonstrated commitment to the care and education of students in a residential setting, an excellent seasonal staff management record, and a strong track record of intentional program design and facilitation across age groups.

Description

The Director of Summer at Santa Catalina is responsible for the planning, design, and implementation of Summer at Santa Catalina as a key auxiliary program. This position encompasses program design and implementation, seasonal staff hiring and management, camper growth, parent relationships, risk management, budget and business management, camper recruitment, and more. This is a full-time, year-round position, open to remote off-season work.

Santa Catalina School believes that each employee makes a significant contribution to its success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer their services wherever and whenever necessary to ensure the success of our endeavors.

Essential Responsibilities

- Oversee the day-to-day operations of Summer at Santa Catalina in the summer season
- Oversee planning and program design of all programs within Summer at Santa Catalina
- Oversee the annual hiring, training, coaching, and support for seasonal summer staff to provide an outstanding program

- Provide camper support with a high degree of care and attention to family communication
- Partner with the Director of Auxiliary Programs for summer camp risk management planning
- Oversee the budget for Summer at Santa Catalina within the Auxiliary Programs Department budget
- Oversee vendors and partner organizations for Summer at Santa Catalina
- Collaborate with the Business Office with regards to camper billing, staff hiring, and more
- Oversee enrollment of all campers in partnership with the Auxiliary Department Programs Manager
- Coordinate with various campus departments such as maintenance, housekeeping, transportation, resident life, and more to implement the smooth operation of summer and auxiliary programs
- Build relationships with multiple constituents, including camp and school families, to ensure the delivery of high-quality resident and day summer camp programming
- Support summer camp marketing and camper recruitment under the direction of the Director of Auxiliary Programs to grow Summer at Santa Catalina enrollment by 15% over three years
- Participate in other auxiliary programs that support the overall mission of Santa Catalina School
- Other responsibilities as assigned to support the school as directed by the Director of Auxiliary Programs and/or the Head of School

Qualifications

- Bachelor's degree required
- 3+ years of experience in an administrative leadership role in an educational setting, residential summer camp or boarding school experience preferred
- At least 3 years of experience implementing experiential education and social-emotional curriculum in an all-girls (or similar) environment preferred
- 3+ years of experience supervising seasonal staff
- 3+ years of experience with risk management
- Experience with mental-health first aid preferred
- A commitment to the mission and identity of Santa Catalina School
- A desire to participate fully in the Santa Catalina community
- CPR/First Aid Certification or willingness to complete a certification
- Successful completion of a LiveScan criminal background check as required by law
- Proficiency in Spanish is preferred

Competencies

- Dynamic educator and facilitator, skilled in engaging and teaching across age groups to youth and adults
- Ability to supervise, train, and manage seasonal staff
- Produces high-quality, mission-aligned programs that inspire joy, curiosity, confidence, and connection
- Successfully manages complex issues with students and staff with empathy, fairness, and sound judgment
- Strong relationship-building skills and communication skills focused on openness, empathy, and active listening
- Problem-solving approach to complex situations
- Positive, team-driven, and growth-oriented mindset
- Strategic and innovative thinker
- Applies sound risk management practices in residential youth settings
- Cultural competence and enthusiasm for working with a diverse and dynamic community

- Strong interpersonal presence, communicating with humor, tact, and intuition
- Operational and administrative strength managing records, budgets, and logistics with precision
- Proficiency in Google Workspace

Supervisory Responsibilities

- This role supervises Summer at Santa Catalina seasonal staff

Working Conditions and Compensation

- Work in an office environment that includes, but is not limited to, stooping, standing, bending over, and sitting for extended periods of time
- Lift materials that can weigh up to 20 pounds
- Work at a desk and computer screen for extended periods of time each day
- Ability to access buildings and facilities throughout a 36-acre campus, with reasonable accommodations, in order to meet with students and faculty
- Work in a school environment with a wide variety of challenges, deadlines, and people
- Additional time is required beyond a normal day or week for evening and weekend meetings
- Santa Catalina School offers competitive insurance and retirement benefits
- Salary Range: \$60,000–\$75,000 annually depending on experience, and on campus housing

Equal Employment Opportunity

Santa Catalina School is an equal-opportunity employer. Employment at Santa Catalina School is based solely on qualifications and competence for a particular position, without regard to race, color, national origin, citizenship, age, religion, sex, sexual orientation, gender identity or expression, veteran status, disability, marital status, or any other category protected by the law.

To Apply

Interested candidates should visit our website to complete and submit an application, resume, and cover letter: santacatalina.org/who-we-are/employment

Electronic submission of candidate papers in .pdf format is preferred.

Santa Catalina provides reasonable accommodations to employees and applicants with disabilities. Applicants who need accommodations to participate in the application process should contact Maria Chavez at maria.chavez@santacatalina.org.

For more information about Summer at Santa Catalina, visit santacatalina.org/summer-at-santa-catalina.