



Auxiliary Programs Coordinator

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.

Position Summary

Santa Catalina School, a nationally recognized PreK–12 independent, Catholic school in Monterey, California, seeks a Programs Coordinator for the Auxiliary Programs Department. The Auxiliary Programs Department houses three robust summer camp programs, middle school leadership programs, the After-School Enrichment Program for Santa Catalina Lower and Middle School, facilities rentals, and other emerging auxiliary programs.

Santa Catalina's summer camps serve over 400 students with excellent programming from June through August. The After-School Enrichment Program serves Santa Catalina Lower and Middle School students daily from August to June. Facility rentals and other emerging auxiliary programs all support increasing awareness of Santa Catalina School. We are looking for a person with competence, self-direction, collaboration skills, and excellent communication skills to manage and support all aspects of these auxiliary programs.

The Auxiliary Programs Coordinator reports to the Director of Auxiliary Programs and performs administrative and operational tasks to maintain the smooth operation of the department. This position supports program organization and facilitation and directly works with students in various programs. This position requires interaction with the internal and external Santa Catalina community.

Position Description

The Auxiliary Programs Coordinator supports all aspects of the Auxiliary Programs Department, including multiple out-of-school-time programs and campus facilities rentals. Under the direction of the Director of Auxiliary Programs, this position assists with all logistics and scheduling of campus facility rentals, and performs enrollment and registration tasks for summer



programs, the after-school program, Middle School Scholars programs, and other emerging auxiliary programs. The Coordinator collects, organizes, and processes participants' forms; manages communication with parents and other constituents; and organizes rosters and other pertinent participant information for all auxiliary programs. This position supports program organization and facilitation for all auxiliary programs as needed, including assisting the after-school program, facilitating various elements of summer programs, and more. This is a year-round hourly position.

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 his/her services wherever and whenever necessary to ensure the success of our endeavors.

Essential Responsibilities

- Assist the Director of Auxiliary Programs in smooth departmental operations and support emerging auxiliary programs
- Collaborate with the Director of Summer at Santa Catalina and Director of After-School Enrichment to support program operations, including daily after-school program support
- Communicate with vendors and other constituents to support campus facility rentals, including scheduling, invoicing, and other logistical support
- Communicate to parents actively and serve as a liaison for all parent communications for auxiliary programs
- Manage registration and enrollment for After-School Enrichment and Summer at Santa Catalina in two databases and collaborate with student billing
- Manage daily attendance and record keeping for all auxiliary programs
- Manage forms, calendars, emails, and telephone calls
- Compile and organize forms, rosters, schedules, and more for all auxiliary programs
- Maintain office calendar to ensure multiple department tasks are organized and completed
- Organize credit card statements and help support supply purchasing for both programs
- Support recruitment for auxiliary programs by preparing for open houses, recruitment events, and more
- Support social media posting for Summer at Santa Catalina in collaboration with the Director of Summer at Santa Catalina
- Provide daily program support for After-School Enrichment, including set-up and student supervision



Santa Catalina School

- Provide program planning and facilitation support for all summer programs, including camper supervision and staff coordination, support, and feedback
- Provide onsite support for facility rental groups
- Partner with auxiliary team members and other departments for the hiring and onboarding of seasonal staff and vendors
- Other duties as assigned

Qualifications

- Bachelor's degree required or equivalent work experience
- At least two years of experience in educational program management and operations
- At least two years of experience with event management and customer service
- Working proficiency in Spanish is preferred
- A commitment to the mission and identity of Santa Catalina School
- A desire to participate fully in the Santa Catalina community
- Successful completion of a LiveScan criminal background check as required by law
- Successful completion of a CPR/First Aid certification upon being hired

Competencies

- Cultural competence and enthusiasm for working with a diverse and dynamic community
- Youth development competence and an enthusiasm for educating young minds
- Excellent communication skills in an office environment: verbal, written, in-person, and video
- Excellent customer service skills: problem solving, patience and understanding, and ability to listen and respond to parent questions and needs
- Ability to create responsive, caring, and appropriate relationships with students, families, and colleagues
- Manage confidential files
- Proficiency in Google Suite is preferred
- Database proficiency desired, but not required
- Previous experience is preferred, but a willingness to learn is required
- Excellent organizational and time management skills with the ability to manage multiple projects and meet deadlines
- Strong ability to relate to others ,including staff, faculty, students, and campers

Supervisory Responsibilities

- This position does not supervise other employees



Working Conditions and Compensation

- 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
- 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 weekend meetings to attend school events and represent the school in the community
- Santa Catalina School offers competitive insurance and retirement benefits
- Salary Range: \$23-\$26 per hour, depending on experience

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, creed, religion, sex (including pregnancy, childbirth or related medical conditions and reproductive health decision-making), sexual orientation, gender, gender identity, gender expression, marital status, national origin, physical disability, mental disability, medical condition, genetic characteristics, citizenship, military or veteran status, off-duty and off-premises use of cannabis, age, victims of a qualifying act of violence or other categories defined by state law, federal law or local ordinance.

To Apply

Interested candidates should visit our website to complete and submit an application, resume, and cover letter: www.santacatalina.org/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 employment@santacatalina.org.

For more information about Summer at Santa Catalina, please visit our camp website: www.santacatalina.org/summer-at-santa-catalina.