



Auxiliary & Camps Manager- Job Description

The Lycée Français de San Francisco (LFSF) is a French Immersion College Preparatory school in the San Francisco Bay Area, providing a challenging educational environment, based on the French national curriculum.

The LFSF has extensive auxiliary across all 3 of our campuses. This includes regular and summer camps, weekend and evening programs.

The incumbent will be responsible for developing, organizing and conducting quality camps for the LFSF community and the outside public. The incumbent is also responsible for the department's weekend and evening programs along with administrative tasks, which will include day- to- day operations (camp), ordering supplies, coordinating schedules, and completing all necessary financial reports. The incumbent will report to and work closely with the Director of Extra-Curricular Activities|Programs|Camps.

TITLE: Auxiliary & Camps Manager

QUALIFICATIONS:

- a) Valid/Previous summer camp and or school administrative experience,
- b) Previous experience as an educator; camp director, activities coordinator or youth worker,
- c) Knowledge of the overall operations of conducting camps, running school/youth camps and or programs,
- d) Converse, read and write in English and if possible in French,
- e) Strong organizational and IT skills with knowledge of final site and activenet systems
- f) Strong interpersonal communication skills,
- g) Ability to work independently and to exercise initiative,
- h) Strong team management skills,
- i) Enthusiastic, patient and exercises self control.

REPORTS TO: AES Director

SUPERVISES: Camp staff; Weekend Staff; Evening Staff

ESSENTIAL FUNCTIONS:

- a) Prepare, organize and structure the logistics, budget and the content of auxiliary programs, in-service daycare camps, camps including the hiring (and training if required) of staff for auxiliary programs and camps (includes completing staff documentation checks; under age work permits if necessary).
- b) Oversee the daily activities, general camp operations, and activities to ensure quality camps,
- c) Prepare staff schedules and keep track of timesheets,
- d) Work with outside vendors if needed and the LFSF Communications & Marketing department,
- e) Ensure that all camp schedules are completed satisfactorily in a timely manner,
- f) Ensure that campsites and school facilities are kept clean, organized before and after each day,

- g) Be responsible for knowing, understanding, training, and executing all school and camp policies and emergency procedures,
- h) Conducts staff evaluations and reports to the AES Director,
- i) Communicate and address parent concerns in a timely manner,
- j) Keep a daily camp blog through the LFSF camps web page, twitter and Facebook with updated information.
- k) Process registrations and maintain student lists.

DUTIES AND RESPONSIBILITIES:

- a) Inventory all supplies,
- b) Plan and disseminate weekly program schedules for all programs (weekend & nightly) and activities to all staff,
- c) Greet and welcome all parents, staff when possible,
- d) Remain visible and accessible to all staff,
- e) Organize staff meetings if necessary re: leadership, parent concerns, staff support etc.,
- f) Resolve and immediate conflicts or problems with staff in a professional manner,
- g) Communicate regularly with parents and staff regarding changes or other relevant information,
- h) Deal with all accidents/incidents in a timely manner and report them to the AES Director if necessary,
- i) Maintain high levels of staff morale and conduct by providing mentorship and support to staff,
- j) Document and report major staff issues to the AES Director,
- k) Ensure staff adhere to and support all camp and LFSF policies and procedures,
- l) Organize and arrange student lunch time schedules and prepare the dining hall,
- m) Submit a detailed camp budget and requirements to AES Director in a timely manner,
- n) Ensure completion of all relevant medical (injury|illness) and emergency pickup and transportation forms related to campers
- o) Facilitate staff evaluations and provide written feedback for each staffer when appropriate,
- p) Collect secure and document medications from campers and organize and monitor first aid supplies.
- q) Weekend and Evening work will be required from time to time. The incumbent will be required to work during the 15 weeks of scheduled school in service days and camps in October, December or January, February, April (two weeks) and the end of June to the end of August.

Start Date: Open immediately, until filled

Status: Exempt, Full-Time

Location: LFSF campuses with the administrative office located at 1201 Ortega St. San Francisco.

To apply for this position, please visit: <https://www.lelycee.org/about/jobs>

The Lycée Français de San Francisco is an equal Opportunity Employer. All qualified applicants are encouraged to apply. Employment contingent upon successful completion of background investigation. Direct candidates only. This position does not include any relocation assistance. No phone calls please.