



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 after school activities and programs, such as Athletics and Music across all 3 of our campuses. This includes regular and summer camps, weekend and evening programs.

The incumbent will be responsible for overseeing the running of the department while continually looking at ways to develop and improve each aspect of the department's primary functions and roles. The incumbent is also responsible for the department's operations under the authority of the Head of School: hiring and evaluating of staff & coaches; maintaining relationships with vendors and facility rentals; negotiating contracts and forming partnership agreements; preparing and analyzing financial statements and reports including payroll for the department; conduct risk assessments including tracking liability concerns; ordering supplies and equipment when required; coordinating staff schedules and timetables; attending meetings with all stakeholder; scheduling athletic and music events; keep up to date with all relevant educational and athletic California and local laws and guidelines. The incumbent will report to and work closely with the Head of School and be an active team member of the LFSF leadership team.

**TITLE:** Extra Curricular Director

**QUALIFICATIONS:**

- a) Valid/Previous school or camp administrative experience preferably either as an Activities Director; Athletics Director or Camp Director,
- b) Previous experience as an educator; teacher, coach, camp director, activities coordinator or youth worker,
- c) Knowledge of the overall operations of running an after school program, athletics department, or conducting and directing large scale camps,
- d) Advanced Degree in the related fields,
- e) Converse, read and write in English and if possible in French,
- f) Strong organizational, IT, and financial skills with the willingness and ability to quickly learn new IT tools and social media platforms,
- g) Strong interpersonal communication skills,
- h) Ability to work independently and to exercise initiative,
- i) Strong team management skills,
- j) Enthusiastic, patient, and exercises self-control.

**REPORTS TO:** Head of School

**SUPERVISES:** Full- time; Part-time and Casual Staff – At times between 50-100 staff during a semester period.

**ESSENTIAL FUNCTIONS:**

- a) Prepare, organize and structure the after-school activities program, athletics and music program, regular camps during school closure, and an extensive summer camp program. This includes: setting up the on-line registration systems for activities and camps; marketing

each activity/program and camp to parents and students; the hiring and termination (and training if required) of staff| coaches and outside vendor companies for each after school activity, sports| music program and camp (includes completing staff documentation HR checks; under age work permits if necessary).

b) Once organized and prepared, oversee and evaluate daily activities, athletic programs, and when in session general camp operations, to ensure that all legal requirements have and are being met and that safety and quality standards are being adhered to.

c) Prepare staff schedules and keep track of timesheets.

d) Prepare budgets for each activity, program camp, and the overall department (this includes working with each athletic coach to prepare their budget)

e) Attend monthly Athletic Director meetings for the High School and Middle School to plan, schedule, and arrange athletic contests for each athletic season.

f) Work with outside vendors if needed and the LFSF Communication Marketing department,

g) Ensure that facilities are available for each activity; athletic program (contest) and camp for each school campus. This includes maintaining current relationships with existing facility rentals and searching for new locations when required.

h) Ensure that facility rental, campsites, and school facilities are kept clean, organized before and after each session.

i) Be responsible for knowing, understanding, training, and executing all school and camp policies and emergency procedures.

j) Conducts staff evaluations and reports.

k) Communicate and address parent concerns in a timely manner.

l) Regularly utilizing social media to keep students and parents informed through the LFSF camps web page, Twitter, and Facebook with updated information.

m) Process registrations and maintain student lists.

n) Organize and conduct two music and dance concerts in Winter and Summer for the after school music and dance programs.

#### **DUTIES AND RESPONSIBILITIES:**

- a) Placing what's best for students and the school at the center of every decision-making process,
- b) Greet and welcome all parents, staff when possible,
- c) Remain visible and accessible to all staff at all times,
- d) Organize staff meetings if necessary re leadership, parent concerns, staff support, etc.,
- e) Resolve and mediate conflicts or problems with staff; students and parents in a professional manner,
- f) Communicate regularly with parents and staff regarding changes or other relevant information,

- g) Deal with all accidents/incidents in a timely manner and report them appropriately,
- h) Maintain high levels of staff morale and conduct by providing mentorship and support to staff,
- i) Document and report major staff issues,
- j) Ensure staff adhere to and support all LFSF and Department policies and procedures,
- k) Organize and arrange Athletic Pre and Postseason coach, athlete, and parent meetings,
- l) Ensure completion of all relevant medical (injury/illness), physical and emergency pickup, and transportation forms related to the CIF policies and camp requirements,
- m) Facilitate staff evaluations and provide written feedback for each staffer when appropriate,
- n) Collect secure and document medications from campers and organize and monitor first aid supplies,
- o) Weekend and Evening work will be required from time to time. The incumbent will be required to work and direct camps during school closure periods including a large portion of the summer,
- p) Inventory all supplies before and after each camp and semester of activities and athletics.

**Start Date:** June 2021

**Status:** Exempt, Full-Time

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

Salary is commensurate with level of education and experience.

Excellent benefits package which includes vacation, paid holidays, medical and dental insurances, long term disability and retirement plan.

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 a background investigation. Direct candidates only. This position does not include any relocation assistance. No phone calls, please.*