

LA SENDA

JOB DESCRIPTIONS

[click on a title to view the job description]

Executive Director

Operations Director

Finance Manager

Admin Coordinator

Marketing Director

Social Media Manager

Design Manager

Development Director

Team Coordinator

Program Manager

Program Assistant

Tutor

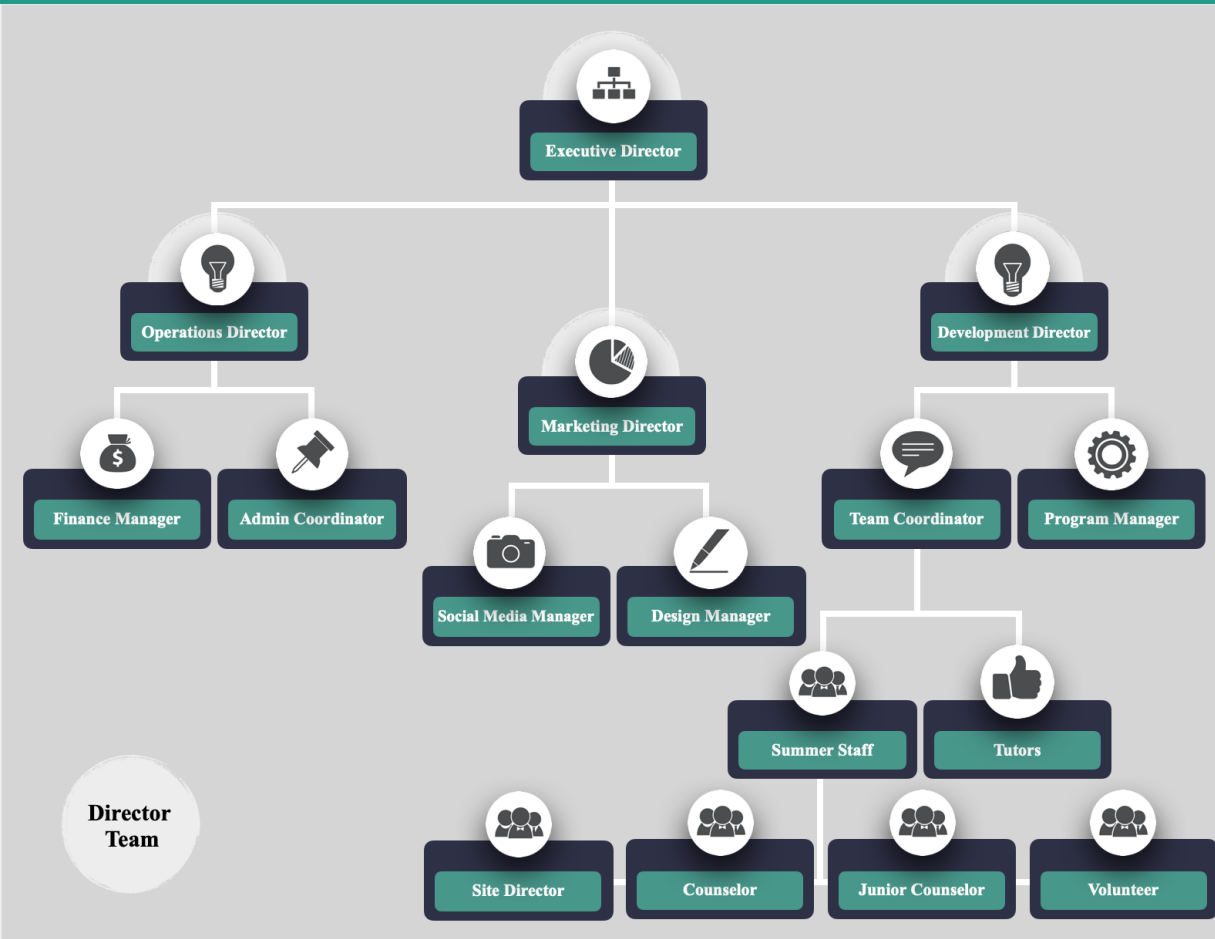
Site Director

Counselor

Junior Counselor

Volunteer

Currently Hiring



Operations Director

(off season job)

Job description

The operations director oversees financial and administrative duties. They have a lead role in establishing and managing leases as well as directing the initiative to own an office space.

Duties

- organize transportation with busing services
- research potential sites for an office
- maintain future office
- establish a new campsite in Minnetonka
- buy supplies
- identify ways to improve efficiency with the operations of camp
- make and manage leases at the Chanhassen site

Eligibility

- participation in the director program
- junior in high school or older

Requirements

- confidence & initiative
- excellent communication skills
- overall passion for La Senda
- time availability

Hours and Pay

This position will include an estimated monthly requirement of 2 hours in the director program, 2 hours of job training, and 5 hours of paid working hours.

\$14/hr

Why should you have this job?

This job is for you if you are looking to build your resume and skills by learning how to manage others, work on a team and grow your leadership skills. You will learn about building rentals, finances, and the logistical planning of a language center.

Finance Manager

(off season job)

Job description

The finance manager is responsible for budgeting and tracking business expenses. They will manage payroll and help with onboarding and taxes.

Duties

- set budgets
- manage funds
- pricing research
- run payroll
- onboarding
- projections
- assist with taxes

Eligibility

- junior in high school or older

Requirements

- prior knowledge of finance recommended
- detailed oriented
- overall passion for La Senda
- time availability

Hours and Pay

This position will include an estimated monthly requirement of 2 hours of job training, and 5 hours of paid working hours.

\$12/hr

Why should you have this job?

This job is for you if you are considering a future in finance. You will get to manage finances for a real company. This job will help build your resume through leadership experiences.

Admin Coordinator

(off season job)

Job description

Assist other positions with administrative work. The admin coordinator will manage emails, go shopping, and prep activities for camp.

Duties

- buy supplies
- run errands
- answer emails
- set up and manage registration
- behind the scenes work for camp
- prep and cut papers for activities
- printing
- manage sling (scheduling system)

Eligibility

- junior in high school or older

Requirements

- enjoyment in busy work
- good organization skills
- detail oriented
- overall passion for La Senda
- time availability

Hours and Pay

This position will include an estimated monthly requirement of 4 hours of paid working hours.
\$12/hr

Why should you have this job?

You should have this job if you like being productive and completing lots of little tasks. If you prefer working behind the scenes and are good at noticing details, you would enjoy this job.

Marketing Director

(off season job)

Job description

The marketing director is responsible for La Senda's marketing plan. They will oversee the social media and design managers. They are involved with guiding advertisements and communications.

Duties

- manage designs and social media
- research and develop a marketing plan
- lead customer satisfaction studies
- send monthly newsletter
- develop new advertisements
- work on brand identity development

Eligibility

- participation in the director program
- junior in high school or older

Requirements

- creativity
- excellent leadership skills
- overall passion for La Senda
- time availability

Hours and Pay

This position will include an estimated monthly requirement of 2 hours in the director program, 2 hours of job training, and 5 hours of paid working hours.

\$14/hr

Why should you have this job?

This job is a great way to build your resume for business and marketing careers. You will learn how marketing looks for small businesses and gain experience with managing a team.

Social Media Manager

(off season job)

Job description

Run social media accounts for La Senda. Work on posters and event announcements. They may photograph events and/or work with photographers and videographers.

Duties

- create posts
- plan content ideas
- schedule posts
- research audience engagement
- cultivate a brand aesthetic and identity
- photograph events

Eligibility

- junior in high school or older

Requirements

- creativity
- excellent planning skills
- experience with Canva recommended
- experience with photography and photo editing
- overall passion for La Senda
- time availability

Hours and Pay

This position will include an estimated monthly requirement of 1 hour of job training, and 4 hours of paid working hours.

\$12/hr

Why should you have this job?

This job is great for someone who loves instagram and is interested in a career in content creation. You will get to be in charge of running all accounts and have a lot of freedom in posts and brand identity.

Design Manager

(off season job)

Job description

The design manager works on any graphic design needs within La Senda and manages the “camp store.” They are involved with creating visual advertisements and branding the themes for each week of camp.

Duties

- create new logos
- design merch
- manage branded apparel
- run the merch store
- design and edit the website

Eligibility

- junior in high school or older

Requirements

- confidence & initiative
- prior experience with illustrator or procreate (or eagerness to learn)
- interest in graphic design or web design
- overall passion for La Senda
- time availability

Hours and Pay

This position will include an estimated monthly requirement of 2 hours of job training and 8 hours of paid working hours.

\$12/hr

Why should you have this job?

This job will help you develop design skills. You will get to work on graphics that are used immediately and some that are used for the upcoming camp season. You will also get to learn about running a clothing and merch line.

Development Director

(off season job)

Job description

The development director oversees the team coordinator and program manager. They work on creating and growing new programs. They also serve as a spokesperson and connection point for forming networking.

Duties

- develop new programs
- manage the scholarship program
- lead charity programs
- develop business partners
- form strategic connections
- schedule networking meetings

Eligibility

- participation in the director program
- junior in high school or older

Requirements

- confidence & initiative
- excellent communication skills
- overall passion for La Senda
- time availability

Hours and Pay

This position will include an estimated monthly requirement of 2 hours in the director program, 2 hours of job training, and 5 hours of paid working hours. Must be able to work in-person for the Fall.

\$14/hr

Why should you have this job?

This job is good for someone who is a visionary and likes to creatively create and launch. It will teach skills for managing others, networking, and creating products. This is a great way to build your resume for someone interested in a business career.

Team Coordinator

(off season job)

Job description

The team coordinator is responsible for the summer staff team of about 30-40 people. They are the primary person for leading recruitment, summer hiring and reviewing applications. The team coordinator plans events and activities that help staff work well as a group.

Duties

- lead team meetings
- lead interviews and hiring
- plan team training
- plan team bonding events
- plan team parties
- schedule workers

Eligibility

- junior in high school or older

Requirements

- confidence & initiative
- excellent leadership skills
- fun personality
- overall passion for La Senda
- time availability

Hours and Pay

This position will include an estimated monthly requirement of 1 hour of job training, and 5 hours of paid working hours. Must be able to work in-person for the Spring.

\$12/hr

Why should you have this job?

This job is great for developing leadership skills and managing people. You will also gain insight on how to plan events and communicate a mission to others. If you love people and have an energetic attitude, you would love this job.

Program Manager

(off season job)

Job description

The program manager is responsible for planning the activities of all La Senda programs. A main project that this job works on is preparing activities for summer camp. The program also gets to create a level based class progression for a future Spanish class.

Duties

- curriculum development
- develop future programs
- develop camp themes
- lesson plans
- collect and analyze feedback on activities

Eligibility

- junior in high school or older

Requirements

- detail oriented
- recommended experience with teaching
- general knowledge on child development stages
- Spanish level of proficient, fluent, or native
- overall passion for La Senda
- time availability

Hours and Pay

This position will include an estimated monthly requirement of 1 hour of job training, and 5 hours of paid working hours. Must be able to work in-person for the Spring.

\$12/hr

Why should you have this job?

This job is a great experience for someone interested in teaching or curriculum development. You will develop your skills for planning activities and large group programs.

Program Assistant

(summer job)

Job description

Assistant to the director team. Plays a flexible role during camp. Involved in pre-camp preparation.

Duties

- run errands
- help with set up and tear down
- prep activities
- help with check in and check out

Eligibility

- grade 9+
- must be able to understand basic Spanish vocabulary

Requirements

- spanish immersion student or native speaker
- experience working with kids

Hours and Pay

Tutor

(year round job)

Job description

Tutor kids in Spanish at any level.

Duties

- plan lessons
- communicate well with families
- show up on time
- work with students at their level

Eligibility

- junior in high school or older
- Spanish immersion student or native speaker

Requirements

- responsibility
- overall passion for La Senda
- time availability

Hours and Pay

Differs for each job

Site Director

(summer job)

Job description

The site director is responsible for leading an entire campsite. They will be in charge of all supplies and staff for that location.

Duties

- lead all large group times
- manage discipline
- talk with parents
- lead all camp staff
- pick up and clean up all camp materials
- make sure everything runs smoothly on a camp day

Eligibility

- grades 11+
- Spanish level of proficient, fluent, or native

Requirements

- confidence
- excellent leadership skills
- experience working with kids

Hours and Pay

Counselor

(summer job)

Job description

Responsible for leading a group of campers or an activity.

Duties:

- help with set up and tear down
- get kids excited about Spanish
- give instructions to a large group of kids
- lead a group of about 10 kids

Eligibility

- grade 9+
- Spanish level of proficient, fluent, or native

Requirements

- experience working with kids
- overall passion for La Senda

Hours and Pay

Junior Counselor

(summer job)

Job description

Works alongside a lead counselor during camp. Leads activities or small group games with training.

Duties

- help support the counselor
- work with campers 1 on 1
- help with set up and tear down
- get kids excited about Spanish

Eligibility

- Grade 6-8
- Spanish immersion student or native speaker

Requirements

- experience working with kids

Hours and Pay

Volunteer

(summer job)

Job description

Works alongside a lead counselor during camp. Leads activities or small group games with training.

Duties

- help support the counselor
- work with campers 1 on 1
- help with set up and tear down
- get kids excited about Spanish

Eligibility

- grade 9+
- must be able to understand basic Spanish vocabulary

Requirements

- flexible attitude
- experience working with kids

Hours and Pay