



Part-time Activities Coordinator



Advertising Art and Web Design senior, Hannah, addresses 350 people at the recent BLOCS dinner. To quote Hannah, "I am appreciative of the doors that have been opened, the introductions that have been made, and the confidence I have gained on this non-traditional path to higher education".

Be a part of this unique school that offers a different approach to education!

What you offer Mercy Career & Technical High School . . .

- Social, emotional, and career planning counseling skills learned while earning your degree in counseling
- Ability to help and motivate the Mercy student plan for the future
- Creative ways to address the social and emotional challenges of the "at-promise" Mercy students
- Competence to advocate on behalf of the student and/or his/her family and take all necessary and reasonable precautions to protect students.

The Director of Activities manages all school activities and coordinates communications with parents/guardians.

General Responsibilities:

Cooperates with the Principal in integrating the Catholic faith and culture and in promoting the Mercy charism into the school's entire program

Cooperates with Administration in implementing all school policies. As part of the solution, faculty and staff should present insights to administration, refrain from negative remarks, and offer constructive criticism

Works in a cooperative capacity with members of the administration, faculty and staff

Informs the Vice Principal of absences due to illness, personal reasons, school-related activities, and when leaving the building during the course of the workday

Assumes responsibilities delegated by the Principal

Participates in meetings identified by the Principal.

Activities Responsibilities:

Determines, in consultation with the Principal and Vice Principal, policies and guidelines for student activities

Coordinates the school activity program with the assistance of activity moderators

Schedules all school activities – assemblies, approved field trips in conjunction with the Assistant Principal

Collects registration information for all activities

Administers the expenditure of funds for student activities

Maintains a database of student participation in extracurricular activities and sports

Coordinates:

All school dances and proms

All graduation activities including arranging for academic attire for faculty and students for graduation
scheduling of photographs for selected school events

Ordering and distribution of school rings

Ensures all students and faculty have Mercy ID cards

Approves all signs, announcements, posters and placement for display in public areas of the school.

Posts announcements and reminders using the TV's in the cafeteria and lobby

Parent/Guardian Communications Responsibilities:

Supervises monthly web-postings and distributes hard copies as needed

Acts as the liaison between the school and the parents and guardians and attends all gatherings.

Position Responsibilities:

Participate in general faculty meetings, and in-service days

Complete other duties assigned by administration

Work with a very caring, supportive faculty and staff

Applicant Requirements:

A minimum of a bachelor's degree is required.

Good interpersonal skills and able to work with adolescents

Current technology skills (Gmail, Google apps)

Willingness to learn computer applications used at Mercy Career & Technical High School

Able to obtain required clearances (listed on Work At Mercy web page)

Demonstrates an appreciation of the Catholic faith

Schedule and Calendar Considerations:

Work full school year (until mid-June)

Participate in Open Houses (two per year)

Follow normal school year calendar with holidays and breaks

Check the Mercy CTE website for calendar and other information (www.mercyccte.org).

All interested candidates, please email your resume and cover letter to Christian Aument.