

St. Mary's Academy Employment Posting

Job Position: Youth Programs Coordinator

St. Mary's Academy Overview:

St. Mary's Academy, located in Englewood, Colorado is Metro Denver's premier Catholic, independent school offering rigorous academics in its co-ed lower and middle schools, and its high school for girls. St. Mary's Academy offers a safe, yet innovative program that embraces all student backgrounds, and fosters character and moral development from Pre-Kindergarten to Graduation.

St. Mary's Academy is a close community where faculty and staff serve as role models for the students in accordance with a mission to foster excellence in each child through academic achievement, spiritual development, and service. The qualities of a strong work ethic, desire for personal growth, and commitment to life-long learning that St. Mary's Academy expects of students is likewise an expectation for faculty and staff. Each day, too, is an opportunity to live the Loretto School Values of faith, community, justice, and respect.

St. Mary's Academy is committed to recruiting and retaining a diverse faculty and staff who are dedicated to their profession and to the well-being and life of the St. Mary's Academy community. St. Mary's Academy does not discriminate on the basis of age, color, sex, disability, marital status, national or ethnic origin, race, sexual orientation or religion. This policy applies to all areas of student concerns: educational policies, admission policies (historically high school admission is open to women only), scholarship, and grant-in-aid programs, athletic and other school-administered programs as well as employee/personnel concerns. St. Mary's Academy is an equal-opportunity employer.

Job Description:

St. Mary's Academy is in search of a new Youth Programs Coordinator to expand upon our existing summer camp program for kids ages 4-13. The ideal candidate brings a passion for education and a special talent in inspiring, interesting, and fun programs! We are looking for a leader who can collaborate with Academy leadership to help build an exemplary program now and in the future. An individual who holds Colorado's Director Qualifications for a Large Child Care Center is highly desirable. The position is full-time and exempt; daily hours are approximately 7:30 am-4:00 pm.

Major Duties and Responsibilities:

- Successfully plan and implement traditional and creative summer camp programs from inception, development, facilitation, and participant/participant satisfaction;
- Ability to act and make sound judgment as the manager of the day-to-day summer program;
- Oversee summer program operations to include hiring, scheduling, and overseeing staff, managing budget and materials, coordinating with school medical personnel, and partnering with internal and external constituents involved in operations;
- Ensure that St. Mary's Academy meets the Colorado Department of Education's Early Childhood Licensure requirements;

- Partner with Marketing and Communications to market summer programs and schedules;
- Manage the registration and payment portal;
- Consistently provide high levels of customer service in a positive and professional manner to internal and external members of the community;
- Work with the Leadership Team to assess and enhance current programs that meet the needs of families as well as faculty and staff;
- Other duties and responsibilities may be assigned.

Qualifications/Requirements:

Education and qualifications should include the following:

- A Colorado's Director Qualifications for a Large Child Care Center is highly desirable
- Minimum of three (3) years of education, training and/or experience in a related field
- Bachelor's Degree
- Knowledge of camp programs and age-appropriate development
- Ability to strategically grow programs and manage projects
- Excellent organizational and interpersonal skills with parents, students, staff, and licensing authority

The pay range for this full-time, 12-month exempt position is \$60,000 - \$68,000 St. Mary's Academy provides excellent benefits, including medical, dental, and life insurance, retirement, paid time off, tuition remission, and opportunities for professional development. In addition to regular paid time off, this position is eligible to accrue 20 more days of paid time off annually.

How to Apply:

Interested candidates should send a cover letter and resume to Pamela Applegate, Program Coordinator/Assistant Principal, at papplegate@smanet.org. No calls, please.