



ST. ANDREW'S SCHOOLS

THE PRIORY ♦ THE PREP ♦ THE PRESCHOOL

Position: Summer Aide
Reports to: Summer School Director/Summer Adventure Camp Director
Type: Seasonal, nonexempt, hourly
Term: Summer School: Monday, June 9 - Friday, July 18, 2025
Summer Adventure Camp: Monday, July 21 - Friday, August 8, 2025
Date: February 11, 2025

Position Overview

Do you love working with kids? Looking for a leadership opportunity? Join us at St. Andrew's Schools as a Summer Aide in Summer School and/or Summer Adventure Camp.

The aide provides supervision and care to students enrolled in Summer School and/or Summer Adventure Camp. The Summer Aide supports the Summer School Director/Summer Adventure Camp Director and the Summer Leaders in managing daily operations and activities and ensures that all children are safe and healthy. The aide embodies St. Andrew's Schools' core values; models professionalism, flexibility, collegiality, and enthusiasm while fostering a welcoming and inclusive learning environment for students of diverse backgrounds.

Essential Duties

Maintain the Safety and Health of Students

- Supervises and monitors students' activities in a variety of settings and situations (i.e. play areas, required study time, escorting to and from activities, student pick-up lot, etc.) for the purpose of ensuring their safety and well-being.
- Develops and fosters healthy rapport with and between students and their families by listening to and understanding student needs, appropriately expressing care, and providing the necessary support.
- Creates a caring and nurturing environment; supports children in resolving conflicts and takes proactive measures to prevent any type of bullying or harassment.
- Stays attentive to children and assists with their safety, health, and personal needs.
- Reports safety, health, personal, or behavioral concerns to the Director.
- Follow emergency procedures and prioritize children's safety.
- Knows and ensures that the proper adult-to-student ratios are met in all settings, and requests help from the Director if needed.
- Monitors equipment and facilities for proper use and maintenance; promptly reports necessary repairs to the Director.

Act as a Role Model

- Model positive, respectful, and professional behavior at all times with children, parents, and colleagues.
- Know, understand and follow school policies, procedures, rules and guidelines.

- Support and help children and colleagues follow these policies, procedures, rules and guidelines.
- Model good sportsmanship, hygiene, and cleanliness by demonstrating proper handwashing and sanitation practices; guide student aides and children in tidying up after meals, snacks, and activities.

Contribute to the Development and Implementation of Programs and Activities

- Facilitate programs and activities by encouraging and joyfully engaging children in the learning experience.
- Actively participate in assigned program areas and provides guidance and supervision during non-classroom times, including transition from one class to another, lunch, and recess.
- Communicate effectively with students and families, build positive relationships with the students and their family, respect the worth and dignity of each individual and empower them to think critically and creatively problem solve throughout the day.

Other Duties

- Collaborates with the Director and Leaders to ensure smooth daily operations.
- Enthusiastically engages in planning and implementing camp activities and lead assigned activities.
- Helps to assess the program both verbally and in writing to ensure constant improvement.
- Is available to work at and supervise summer events and functions.

Hours

- Summer School Term: June 9th - July 18th, 2025
 - Morning Classes: Monday through Friday, 7:00 a.m. - 12:00 p.m.
 - Afternoon Classes: Hours: Monday through Friday, 12:00 p.m. - 4:00 p.m.
- Summer Adventure Camp Term: July 21st - August 8, 2025
 - Monday through Friday, 7:00 a.m. - 4:00 p.m.

Qualifications

- High School Student: 16 years or older.
- License or certification: Adult and Child First Aid/CPR desired or willing to obtain.
- Skills needed: Ability to interact with children ages 5-13, teenagers, and adults.
- Excellent written and verbal communication skills, creativity, and strong problem-solving skills, knowledgeable about best practices in implementing educational and recreational programs.
- Works collaboratively and independently, pays attention to detail, effectively manages projects and meets deadlines.

Hiring Requirements:

- License or certification: Have a work permit, Adult/Child First Aid/CPR desired or willing to obtain.
- Mandatory background check: Employment is conditional until the successful completion of a background check through the Department of Human Services.
- Upon hire, online training to prevent child sexual abuse.
- Recommend COVID-19 and flu vaccinations.

- No relocation or moving assistance.
- Must be able to report to work onsite each workday.

Compensation & How to Apply

Wage: \$14.00 per hour

Benefits: Free parking. If requirements are met, seasonal employees are eligible for statutory benefits such as workers' compensation, temporary disability income, and unemployment insurance.

How to Apply

This is a seasonal, part-time, exempt, hourly position. Please send a cover letter, resume, and three references to employment@standrewsschools.org with "AIDE" in the subject line. Applications are accepted until the positions are filled.

St. Andrew's Schools is an equal employment opportunity employer. To learn more about our school, please visit www.standrewsschools.org.

About St. Andrew's Schools

For more than 150 years, St. Andrew's Schools has developed tomorrow's courageous and compassionate leaders. In 1867, the great royal Hawaiian leader, Queen Emma Kaleleonālanī, a visionary and transformational thinker, established St. Andrew's Priory, the oldest girls' school in Hawai'i. An enduring testament to her towering vision to educate the Hawaiian people, The Priory has become St. Andrew's Schools and has grown to include The Prep, a K-6 boys' school, and Queen Emma Preschool (The Preschool), for boys and girls ages two to five.

Our personalized educational program allows students to uncover their unique strengths, passions, and interests through discovery, practice, creation, and self-reflection. Our emphasis on social, emotional, spiritual, and cognitive learning sets the stage for children to cultivate healthy habits of mind, body, and spirit that positions them to live a life of learning and good health.

Our K-12 education program in downtown Honolulu is the only coordinated school system in Hawai'i. We offer two single-sex schools on the same campus. Our girls (The Priory, K-12) and boys (The Prep, K-6) are educated separately in the classroom yet can socialize on campus. Coordinate schools recognize that the social and emotional experiences that children have in schools shape their learning – and ultimately affect how they think and act. By understanding and embracing the differences between boys and girls, we create the conditions for all students to learn and grow. Our students readily venture past societal expectations or stereotypes to reach their full promise. Students learn deeply, stay curious, are hopeful about the future, and understand how to lead themselves and others with a compassionate and courageous heart.