



### **Afterschool & Summer Programs Coordinator**

The Savannah Country Day School is seeking an Afterschool & Summer Programs Coordinator. This full-time position works a 12-month schedule and is responsible for assisting in the coordination of all aspects of Auxiliary Programs at SCDS. This includes after-school programs offered during the academic year and summer programs. This role reports to the Director of Auxiliary Programs and works closely with the Auxiliary Programs staff. The typical schedule is Monday through Friday, 10:00am-6:00 pm during the school year, with extended hours during the summer camp season.; some occasional evening/weekend hours may be required.

### **Essential Duties and Responsibilities**

Under general to limited supervision of the Director of Auxiliary Programs, the Coordinator is responsible for or assists the Director with duties including, but not limited to the following:

- Assists in all aspects of coordination, implementation, and administration of school year and summer camp programs.
- Aids in program development/content and identifying staffing needs.
- Coordinates program and staff scheduling, logistics, student registration and payment, and vendor management.
- Communicates with parents and vendors, including answering questions, enforcing policies, and handling complaints and feedback.
- Performs administrative tasks, including ensuring documentation is complete for vendors, insurance, and HR purposes.
- Serves as an aftercare teacher/supervising a class.
- Supervises summer day camp staff. Ensures staff is operating efficiently and observing all policies.
- Maintains program supplies and equipment. Ensures supplies are properly stocked and organized, including staff technology devices, medical supplies, snacks, etc.
- Tracks program attendance.
- Assists with daily carpool duties.
- Executes daily program activities, including coordination of contingency and rain plans.
- Performs additional duties as assigned.

### **Skills and Abilities**

- Excellent oral and written communication skills to work effectively with a broad audience (e.g., students, colleagues, parents, and vendors).
- Problem-solving skills to recognize potential issues and apply established procedures to resolve concerns that may arise.
- Ability to use independent judgment and work effectively under limited supervision.
- Demonstrates initiative, anticipating needs and taking appropriate action without being asked.
- Ability to multitask and prioritize.
- Ability to occasionally work beyond 40 hours per week, including occasional evening/weekend hours.

### **Minimum Qualifications**

- Associate's degree and two (2) years' experience working in a summer camp, childcare, or academic environment. NOTE: Experience may substitute for education on a year-for-year basis.
- Proficiency in CampBrain or similar software platforms for program scheduling, registration, payment, and communication.
- Proficiency with Microsoft Office applications and email communications.

### **Preferred Qualifications**

- Bachelor's degree
- Experience as a supervisor or leader in a summer camp or educational environment.

### **Physical Demands**

Work is typically performed in an office or classroom environment and requires regular sitting, standing, walking, and carrying objects of a light-medium weight, up to 25 pounds. The work is performed in campus buildings and outdoors where the employee is occasionally exposed to heat, cold, or inclement weather. Full range of hand and finger motion may be utilized for data entry purposes.

### **To Apply**

Interested candidates should send resume and cover letter to Patricia Sanchez, [psanchez@savcds.org](mailto:psanchez@savcds.org). Candidates must pass a criminal background check, Motor Vehicle Records check, and reference check.

### **About Us:**

Savannah Country Day traces its origins back to the 1905 founding of The Pape School, an institution long recognized for its academic excellence and college preparatory curriculum. Led by a group of visionary parents who saw the continued need for a first-rate college preparatory school in Savannah, the founders of Savannah Country Day built upon the assets of the Pape School and created a school

with a recognized tradition of academic excellence across the southeast. Today, Savannah Country Day School is Savannah's preeminent college preparatory school providing a rigorous, yet supportive learning environment for a wide variety of motivated learners. Enrolling over 1000 students ranging from infants to 12<sup>th</sup> grade, SCDS is truly a family school. Situated on a beautiful, 65-acre campus on the south side of historic Savannah, Georgia, SCDS has a 6:1 student to teacher ratio, an unparalleled arts program and a full range of athletic and extracurricular opportunities.

**Inclusion at Savannah Country Day School:**

The Savannah Country Day School is guided by the school's mission statement which includes:

- that each student's life is enriched in a diverse community where differences among people are affirmed and celebrated.
- that the school shares with families the responsibility for fostering in each student strength of character, a sense of personal responsibility, and an attitude of faith, reverence, and tolerance.

SCDS seeks candidates of all cultures and backgrounds who embrace the school's mission of diversity, are eager to engage in the work of inclusion and have a desire to join a community of diverse individuals who celebrate their similarities while also recognizing their individuality.

Equal Opportunity Employer