



ST. ANDREW'S SCHOOLS

THE PRIORY ♦ THE PREP ♦ THE PRESCHOOL

Position: Summer School and Camp Activity Leader
Reports to: Summer School Director/Camp Director
Type: Seasonal, nonexempt, hourly
Term: Monday, March 16 - Friday, March 27, 2026, and/or Monday, June 8 - Friday, August 7, 2026
Date: January 29, 2026

Position Overview

Do you love working with kids? Looking for a leadership opportunity? Join us at St. Andrew's Schools as a Summer School Activity Leader and/or a Camp Activity Leader. Leaders must be 18+ years old.

The Activity Leader provides supervisory care to students enrolled in Summer School and/or Camp St. Andrew's. Leaders manage daily operations and activities to ensure that all children are safe and well. The Leader 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

Contribute to the Development and Implementation of Programs and Activities

- Creates, plans, and implements activities for the students that are fun, engaging, and thought-provoking.
- Facilitates programs and activities by encouraging and joyfully engaging children in the learning experience.
- Actively participates in assigned program areas and provides guidance and supervision during non-classroom hours. This includes assisting and supervising children as they transition from one class to another, eat lunch, and play at recess.
- Communicate effectively with students and families by building positive relationships, respecting the worth and dignity of each individual, and empowering students to think critically and creatively problem solve throughout the day.

Maintain the Safety and Health of Students

- Supervises and monitors students' activities in a variety of settings and situations (i.e., play areas, study time, escorting to and from activities, student pick-up area, etc.) to ensure their safety and well-being.
- Develops and fosters a healthy rapport with and between students and their families by first listening to and understanding their needs, and then providing the appropriate care and support.
- Creates a caring and nurturing environment; supports children in resolving conflicts and

takes proactive measures to prevent any misconduct.

- Stays attentive to children and assists with their safety, health, and personal needs.
- Communicates effectively with the Director by reporting safety, health, personal, or behavioral concerns in a timely fashion. Reports all injuries to the Director.
- Maintains necessary clerical records, including attendance, injury, illness, and incident reports, and administers first aid when needed.
- Follow emergency procedures and prioritize children's safety at all times.
- Knows, understands, and ensures that the proper adult-to-student ratios are met in all settings, and requests help from the Director as needed.
- Monitors equipment and facilities for proper use and maintenance; promptly reports necessary repairs to the Director.

Act as a Role Model

- Models positive, respectful, and professional behavior at all times with children, parents, and colleagues.
- Knows, understands, and follows school policies, procedures, rules, and guidelines. And supports students and colleagues to do the same.
- Models good sportsmanship, hygiene, and cleanliness by demonstrating proper handwashing and sanitation practices; guides student aides and children in tidying up after meals, snacks, and activities.

Other Duties

- Collaborates with the director to ensure smooth daily operations.
- Assists in organizing field trips, guest speakers, or special events.
- Helps to assess the program through dialogue and in writing to ensure constant improvement.
- Supervise and work at summer events and functions.

Hours

- Spring Adventure Camp: March 16 - March 27, 2026
- Summer School Term: June 8 - July 17, 2026
 - Morning Classes: Monday through Friday, 7:00 a.m. - 12:00 p.m.
 - Afternoon Classes: Monday through Friday, 12:00 p.m. - 4:00 p.m.
- Camp St. Andrew's: July 20 - August 7, 2026

Qualifications

- College Students: 18 years or older.
- License or certification: Adult and Child First Aid/CPR desired or willing to obtain.
- Skills Needed: Ability to positively interact with children ages 5-13, teenagers, and adults. Excellent written and verbal communication skills, 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.
- Must be able to attend staff training and orientation.
- Must be able to commit to at least 3 weeks (15 days) of work.

Hiring requirements:

- Mandatory background check: Employment is conditional until the successful completion of a background check through the Department of Human Services and the Harm to Student Registry.
- 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 on-site each workday.

Compensation & How to Apply

Wage: \$18.00 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, exempt, hourly position. Please send a cover letter, resume, and three references to employment@standrewsschools.org with "Activity Leader" in the subject line. Applications will be 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 educated courageous, compassionate, and purpose-driven leaders, guided by the visionary legacy of Queen Emma Kaleleonālanī, who founded St. Andrew's Priory in 1867.

Today, St. Andrew's serves students on two campuses: Queen Emma Preschool for children ages two to five, and our downtown Honolulu campus for grades K–12. Beginning in the 2026-27 school year, our K–12 program will become fully coeducational, reflecting our commitment to inclusive, forward-thinking education.

Through personalized learning, students discover their strengths, passions, and purpose as they grow academically, socially, emotionally, and spiritually. Grounded in aloha, kuleana, and mālama, we prepare young people to lead with integrity, confidence, and heart—and to make a meaningful difference in their communities and the world.