



ST. ANDREW'S SCHOOLS

THE PRIORY ♦ THE PREP ♦ THE PRESCHOOL

Position: Summer Assistant to the Directors
Reports to: Summer School Director/Camp Director
Type: Seasonal, nonexempt, hourly
Term: Monday, June 8 - Friday, August 7, 2026
Date: January 30, 2026

Position Overview

The Assistant to the Director will serve in a hands-on role to help create and execute dynamic programming that reaches campers while leading and developing college and high-school-aged staff to grow into the next generation of leaders. This position is ideal for students obtaining a bachelor's degree in education, social work, communications, or other career paths that involve working with youth. The Assistant to the Directors in this position should also possess a passion for recreational programming and working with children ages 4 to 14 (Kindergarten through 8th grade).

Essential Duties

Contribute to the Development and Implementation of Programs and Activities

- Participate in event planning (large group games, summer events, special classes, etc.) in conjunction with the program directors.
- Assist with the upkeep of program supplies, equipment and processes as assigned.
- Ensure adherence to all safety standards, especially as it pertains to child protection.
- Be a productive and responsible member of the staff while implementing all summer programs.
- Help create a positive work environment for summer staff.
- Be present and participate in appropriate team meetings, trainings, and events.
- Supervise and manage key summer leadership positions, including one-on-ones and end-of-summer evaluations.
- Assist with oversight of summer staff in conjunction with the Program Directors.

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.
- Reports safety, health, personal, or behavioral concerns 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

- Oversees camp logistics such as check-in, check-out, equipment readiness, communication systems, and evaluations.
- Interacts warmly and professionally with parents, ensuring a high-quality family experience.
- Complete administrative tasks, including answering phones and emails, reporting, supply ordering, printing, and organization.
- Support daily operations by anticipating needs and addressing issues promptly.

Hours

- 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 within a year of completing their bachelor's.
- License or certification: Adult and Child First Aid/CPR desired or willing to obtain.
- Skills Needed: Ability to interact with children ages 5-14, 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.
- Must be able to attend staff training and orientation.
- Must be able to commit to all 9 weeks of work.
- Works collaboratively and independently, attends to details, effectively manages projects, and meets deadlines.

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: \$19.00 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 fill out the online application and send a cover letter, resume, and three references to employment@standrewsschools.org with "Assistant to the Directors" 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.