



ST. ANDREW'S SCHOOLS

THE PRIORY ♦ THE PREP ♦ THE PRESCHOOL

Position: Summer School and Camp Counselor
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 as a Summer Counselor during St. Andrew's Summer School and/or Camp St. Andrew's.

The Summer Counselor provides supervision and care for students enrolled in Summer School and/or Camp St. Andrew's. Counselors work directly under Activity Leaders, as well as the Summer School Director and Camp Director. They play an integral role in supporting daily operations and activities while ensuring that all children remain safe, healthy, and engaged. Counselors are expected to embody St. Andrew's Schools' core values and model professionalism, flexibility, collegiality, and enthusiasm while fostering a welcoming, inclusive learning environment for students from diverse backgrounds.

Essential Duties

Program Support and Student Engagement

- Support daily programs and activities by actively and enthusiastically engaging students.
- Assist Activity Leaders and Directors in assigned areas to ensure smooth daily operations.
- Supervise students during non-classroom times, including transitions, lunch, and recess.
- Communicate positively and respectfully with students, fostering strong relationships while encouraging critical thinking and problem-solving skills.

Student Safety and Well-Being

- Supervise and monitor students in all settings (classrooms, play areas, transitions, pick-up areas) to ensure safety and well-being.
- Maintain a caring, inclusive, and nurturing environment; support conflict resolution and proactively prevent bullying or harassment.
- Attend to students' health, safety, and personal needs and report any concerns promptly to the Director.
- Follow all emergency procedures and ensure proper adult-to-student ratios at all times.
- Administer basic first aid as needed and accurately complete required attendance and incident documentation.
- Monitor equipment and facilities for safe and appropriate use, and report maintenance needs to the Director.

Professionalism and Role Modeling

- Model respectful, professional, and positive behavior with students, families, and colleagues.
- Follow and support school policies, procedures, and expectations.
- Demonstrate good sportsmanship, hygiene, and cleanliness, and guide students in maintaining clean and organized spaces.

Additional Responsibilities

- Summer Counselors may be considered for a Teacher's Assistant role during the Summer School term.
- Assist with field trips, special events, and guest activities as needed.
- Collaborate with the Director to evaluate and improve the program.
- Be available to support and supervise summer events when required.

Possible Hours

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

Qualifications

- Age: High school students, 16 years or older.
- Certifications: Adult and Child First Aid/CPR preferred, or willingness to obtain.
- Skills:
 - Ability to engage effectively with children (ages 5–13), teenagers, and adults.
 - Strong written and verbal communication, creativity, and problem-solving skills.
 - Familiarity with best practices for implementing educational and recreational programs.
 - Ability to work collaboratively and independently, manage projects, meet deadlines, and maintain attention to detail.
- Requirements:
 - Attendance at mandatory staff training and orientation.
 - Commitment to at least three consecutive weeks (15 days) of work.
 - Must report to work onsite daily and on time.

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.
- Completion of online training to prevent child sexual abuse upon hire.
- Recommended: COVID-19 and flu vaccinations.
- No relocation or moving assistance provided.

Compensation & Benefits

- Wage: \$16.00 per hour
- Benefits:
 - Free parking
 - Seasonal employees may be eligible for statutory benefits, including workers' compensation, temporary disability income, and unemployment insurance, if requirements are met.

How to Apply

This is a seasonal, hourly, exempt position. Please submit a cover letter, resume, and three references to employment@standrewsschools.org, with "Summer Counselor" 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 Kaleleonālani, 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.