MAYFIELD
SENIOR SCHOOL
of the Holy Child Jesus

Middle School Summer Camps Coordinator (Part-Time)

Mayfield Senior School of the Holy Child Jesus, an independent Catholic girls' high school in Pasadena, California, seeks a dynamic, entrepreneurial and mission-driven Middle School Summer Camp Coordinator to grow and lead our summer programs for middle school girls in grades 5–8.

Mayfield is expanding its summer offerings with an exciting program of one-week camps where middle school girls can explore new interests, have fun, and make friends in a beautiful setting. The Middle School Summer Camp Coordinator will shape that vision from the ground up: collaborating and designing engaging, hands-on camps, recruiting and leading a talented team of instructors, and running a lively, well-organized program each summer.

Summer programs are an important extension of Mayfield's mission and an opportunity to build meaningful relationships with middle school girls and families throughout the greater Pasadena community. The Middle School Summer Camp Coordinator will develop a high-quality, financially sustainable program that expands Mayfield's reach, provides an exceptional experience for girls and families, and strengthens the School's long-term enrollment strategy. Through thoughtful programming and community engagement, Mayfield's summer offerings will introduce more families to the School and build a strong pipeline of prospective students.

The ideal candidate is a creative, entrepreneurial and collaborative leader who knows what excites middle school girls. They bring imagination and energy to everything they design, and possess the organizational skills to turn great ideas into a smooth-running program. Grounded in the Holy Child philosophy of education, which values academic excellence, innovation, joy in learning and care for the whole child, the ideal candidate will create camps where girls feel welcome, try new things and leave eager to come back.

Reporting to the Director of Enrollment Management, the Middle School Summer Camps Coordinator will:

Program Design and Growth

- Develop a creative, high-interest slate of one-week camps across academics, arts, athletics, STEM, leadership and more.
- Research trends and family interests to identify new camp opportunities and grow enrollment year over year.
- Set program goals, pricing recommendations and an annual budget in collaboration with school leadership.
- Partner with The Enrollment Management team on marketing, outreach and recruitment, including open houses and social media.
- Establish annual enrollment, revenue, retention and participation goals for summer programs.
- Track enrollment trends, camper demographics, repeat participation and conversion of camp

families into prospective Mayfield families.

Staffing and Supervision

- Recruit, hire, onboard and supervise camp instructors, counselors and seasonal staff.
- Support instructors in designing engaging, age-appropriate curricula.
- Provide coaching, feedback and evaluation to ensure a high-quality experience for every camper.
- Ensure all programs follow school policies and applicable requirements related to student safety, emergency procedures, supervision, health information, staff screening and mandated reporting.

Operations and Summer Leadership

- Create a welcoming, responsive experience for families from initial inquiry and registration through the conclusion of camp.
- Oversee registration, enrollment, scheduling, rosters and attendance
- Coordinate facilities, supplies, purchasing and vendor relationships
- Serve as the primary point of contact for families before and during camp
- Lead the program on-site during the summer, ensuring camper safety, supervision and a joyful camp culture
- Gather camper and family feedback and use it to strengthen future programs

Qualifications

- Bachelor's degree required
- Experience designing or leading youth programs, camps or enrichment programs; teaching experience preferred
- Experience working with middle school students, ideally girls
- Demonstrated ability to launch or grow a program, with strong organizational and project management skills
- Experience hiring, training and supervising staff
- Excellent communication skills and the ability to build strong relationships with students, families, staff and colleagues
- Warmth, energy, good humor and a genuine enthusiasm for working with young people
- Commitment to the mission and core values of a Holy Child school

Salary

This is an hourly position at $36 an hour based on 20 hours per week from January through May. The position is full-time from June and July.

To Apply

Interested candidates should send a cover letter, resume and three professional references to Denise Magallanes, Director of Human Resources at Mayfield Senior School (denise.magallanes@mayfieldsenior.org).