



Montverde Academy

Company Profile: Montverde Academy is an independent boarding and day school comprised of 1300 students from over 90 countries. Our college prep curriculum ensures a 100% college acceptance rate and our students have the foundation to succeed in top notch Division I and Ivy League colleges and universities.

Job Title:

Auxiliary Program Coordinator

Reports To:

Director of Auxiliary Programs

Job Description: Montverde Academy is seeking an experienced professional to serve as the Auxiliary Program Coordinator. An ideal candidate will manage the Summer Day Camp and Lower School After Care Programs to drive enrollment, expand and streamline enrichment opportunities.

Responsibilities:

Summer Day Camp

- Manage the school's summer day camp program as the Day Camp program.
- Recruit, hire, train, and supervise summer day camp staff ensuring that all staff perform their duties with the highest level of care and professionalism.
- Configure custom registrations, on an exception basis, for faculty discounts, and waitlist campers.
- Prepare and implement a strategic plan for the day camp program including financial, marketing, and logistics that align with the school's mission and financial goals.
- Prepare all written/electronic materials for summer camp including staff training schedule, camp schedule, and volunteer schedule.
- Collaborate with the Upper School on recruiting summer volunteers.
- Train, organize, and manage upper school summer volunteers and coordinate daily tasks for them.
- Coordinate the purchase of summer day camp supplies and camp canteen supplies.
- Plan, coordinate, and execute day camp field trips and on campus events for summer day camp.
- Assist the Auxiliary Programs Director with facility rentals scheduling and paperwork, as well as being on-site when needed.
- Assist the Auxiliary Programs Director with MVA summer athletic and academic programming as needed.
- Prepare and submit annual audit of the day camp program including an analysis of the program (strengths, weaknesses, opportunities, and threats)
- High level of customer service in dealing with parents is expected.
- Partner with HR to ensure timely completion of hiring/onboarding for new hires both during the summer and school year.

Lower School After Care

- Manage the Lower School Aftercare Program and provide daily supervision from 2:30pm to 6:00pm.
- Recruit, hire, train, and supervise after care program staff members in coordination with the Lower School Deans.
- Manage and oversee registration, enrollment, attendance, and weekly billing of lower school students in before and after care.
- Assist with coordination and logistics of after-school clubs and sports (extracurriculars) and ensure a smooth transition to and from after-school activities.
- Generate new enrichment offerings for students PK3 through 5th grade.
- Coordinate the purchase of materials such as books, toys, games, and snacks.
- Communicate with parents and students regarding aftercare activities, policies, and enrollment procedures.
- Plan and communicate with all faculty/staff when there is care available on non-school days (pre-planning week, professional days, conference days, post-planning week, etc)

- Other tasks and duties as needed.

Qualifications, Education and Experience:

- Bachelor's degree
- At least 2 - 4 years' experience in a camp setting or as an Administrative Assistant
- Successful track record working with summer seasonal hires, parents, vendors, coaches, and faculty
- Excellent communication skills, both written and verbal.
- Experience working with school-aged children and young adults
- Demonstrated ability to work within and manage program budget

- Demonstrated success working with diverse populations.
- Highly skilled in computer applications for information management, seeking, recording-keeping and presentation: proficiency in the use of MS Office Suite (Outlook, Word, Excel, PowerPoint).
- Ability to look at situations from several points of view and creatively problem solve
- Highly organized and detail oriented.
- Excellent time-management and prioritization skills, with the ability to manage multiple and competing demands effectively.
- Have a willingness to work as a team and cross-departmentally
- Must be a self-starter and multitasker
- Integrates MVA's mission into tasks and responsibilities

Physical Requirements:

- Making substantial movements (motions) of the wrists, hands, and/or fingers.
- Position requires sitting or standing for long periods of time.
- Picking, pinching, typing or otherwise working, primarily with fingers rather than with whole hand or arm as in handling.
- Expressing or exchanging ideas by means of the spoken word. Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Exerting up to 50 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal and extensive reading.