

Job Description

Job Title: Campus Life Program Coordinator

Reports to: Assistant Head for Campus Life

Department: Campus Life



Campus Life Program Coordinator

The coordinator will play a critical role in strengthening the campus life experience. The individual will work with the Assistant Headmaster for Campus Life to reinvigorate student life experience and social life environment. They provide leadership in collaborating club advisors, esports, community service opportunities, and intramural programming to provide a variety of activities on campus for both day and dorm students to participate. The coordinator will work with the Assistant Head for Campus Life to ensure that co-curricular and extracurricular activities align with the mission, vision, and core values of SJA. The coordinator will maintain a "Student First" focus and possess high professional standards along with the ability to manage, develop, and promote community development and programming.

The Campus Life Program Coordinator must recognize the value of a diverse student population and be able to integrate that into activities for SJA. Further, the coordinator maintains a visible presence virtually and on campus. They will be actively engaged in the support of several large-scale campus-wide events such as the club and activity fair; serve as a role model and facilitator to student leaders; supports the development and engagement of student-driven clubs and organizations; best practices grounded in student development theory; and advocates on behalf of student leaders and organizations.

RESPONSIBILITIES/DUTIES:

- Coordinates with Campus Life Team to oversee the day-to-day attendance for clubs and activities.
- Works with the Assistant Headmaster for Campus Life to prepare, administer, and maintain the operating budget and expenditures related to the department.
- Works cooperatively with students and club advisors to facilitate all needs for club advisors including new clubs and activities including intramurals, e-sports activities and other virtual programming for those who are not on campus learning.
- Enforces policies, procedures, and guidelines for events, and strives for continual improvements in operation and services.
- Promote student participation in clubs and organizations to build enthusiasm around campus life.
- Coordinate with the Campus Life Team on budget allocations and review and approve all student event programming contracts.

- Work directly with Campus Life team to plan large scale campus programs or events as assigned including but not limited to Orientation programming, HALO, Club and Activity Fair, student driven events for clubs and fundraisers.
- Coordinate community service and volunteer opportunities for students.
- Responsible for the development of the virtual student life campus including but not limited to: online social events, gaming, esports room, virtual student competitions, educational programming, intramural tournament organization, special events, weekend and late night programming.
- Organize and lead student intramural activity board, including intramural/event registration, payments, and overseeing intramural/event rosters.
- Schedule leagues/events, facilities as needed.
- Develop and evaluate intramural sports, events, and activities to meet the needs of students and student interest.
- Purchase and inventory intramural/event equipment. Order trophies, t-shirts, and other rewards, as needed.
- Develop electronic and paper communication tools for intramural programming.
- Develop and communicate intramural policy and procedures.
- Coordinate chaperones and staffing for events.
- Other related duties as assigned.

REQUIRED QUALIFICATIONS:

Successful candidates will be creative, energetic, organized, outgoing, and able to bring vibrancy to student activity programming. Candidates must be eager to connect with, encourage, and support students, as well as able to work closely with and coordinate colleagues. This is an academic year, benefited position following the school calendar. Coverage during some school year breaks may be required. The hours for this position will require afternoon and evening duties.

- Previous experience in supervisory or management, coaching, and program planning in an educational environment is preferred; however, willing to mentor the ideal candidate.
- Demonstrated experience with working with diverse student populations is required.
- Successful candidates will have significant experience working with engaging high school students in a remote setting and building student life in an online environment.
- Outstanding interpersonal and management skills.
- Demonstrated ability to cultivate positive relationships with students and student organizations.
- Demonstrated ability to coordinate programs with other departments and to assess program effectiveness.
- Excellent verbal and written communication skills, strong computer skills.
- Ability to handle extremely sensitive and confidential matters discreetly.
- Ability to work independently with little supervision.
- Knowledge of budget preparation and management.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's Degree or equivalent in a health and wellness field such as, Exercise Science, Physical Education, or Exercise Physiology preferred; however, work experience may be substituted for this requirement.
- Previous experience with athletics coaching, program planning, and teaching preferred.
- AED and CPR certifications are required. Certification in ACE, ACSM, AFFA, and NSCA, are preferred.

ENVIRONMENTAL FACTORS and PHYSICAL REQUIREMENTS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most duties are performed in a standard athletic complex facility and/or on the playing fields. Some maintenance work on equipment may be necessary. Must have the ability to lift 50 lbs., with frequent lifting and/or carrying of objects or equipment weighing up to 25 lbs. and carrying such weights a distance of up to 50 yards. Other physical requirements include pushing, pulling, and reaching, frequent walking, standing, occasional bending, stooping, and kneeling, must be able to hear and speak clearly to communicate with students, parents, and colleagues. Vision such as excellent depth perception, reaction time, far vision, spatial orientation. Must have the ability to reason and make judgements.

Some work outside of regular work schedule may be required, including weekends.

BACKGROUND CHECK AND FINGERPRINTING:

The Academy conducts criminal record checks on all candidates. We reserve the right to investigate fully any criminal or motor vehicle offense prior to consideration for employment. Job offer is contingent upon satisfactory maintenance or completion of our background and Child Abuse Registry reporting, and acceptance of our Sexual Harassment Policy.

I acknowledge that I have read and understand the above position description in its entirety, and I am capable of performing all of the stated requirements and essential functions as outlined. If I have any questions about the duties and responsibilities that I am asked to perform, I should discuss them with my immediate Manager, Department Chair or Human Resources Director.

I have discussed any questions that I may have had about this position description prior to signing this form.

Employee Signature

Date