



Job Title: Student Life Program Coordinator

Date: 2026-2027

Department: Student Life

FLSA Status: Exempt

Salary: \$37,000 - \$43,000 (10- Month position)

Job Reports To: Assistant Head for Academics & Campus Life, Associate Head, Headmaster, and Headmaster's Executive Assistant

Job Summary:

The coordinator will play a critical role in strengthening the student experience at St. Johnsbury Academy. The individual will work with the Assistant Headmaster for Academics & Student 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 in. The coordinator will work with the Assistant Headmaster for Academics & Student 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 have high professional standards and the ability to manage, develop, and promote community development and programming. The coordinator will support tracking and accountability for faculty engagement in Student Life programming.

The Student 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 including the club and activity fair; serve as a role model and facilitator to student leaders; supports the development and engagement of student-driven clubs, organizations, and x blocks; best practices grounded in student development theory; and advocates on behalf of student leaders and organizations.

Major Responsibilities and Duties:

- Coordinates with Residential and Student Life Teams to oversee the day-to-day attendance for clubs and activities.
- Works with the Assistant Headmaster for Academics & Student 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 Student Life Team on budget allocations and review and approve all student event programming contracts.
- Work directly with Student 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.
- Schedule to be assigned by Assistant Head for Academics and Student Life
- Other related duties as assigned.

Required Skills and Abilities:

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, and work closely with and coordinate colleagues. This is an academic year, benefited position following the school calendar. Coverage during 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 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.

Education/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.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Must have the ability to sit and stand for extended periods of time.
- Must exhibit manual dexterity to use classroom, shop and lab tools, telephone, computer, tablet or other learning device.
- Must be able to see and read a computer screen and printed material with or without vision aids.
- Must be able to hear and understand speech at normal classroom or office levels, and on the telephone.
- Must speak in audible tones so that others may understand clearly in normal classrooms, and on the telephone.
- Physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height and to bend, stoop, sit on the floor, climb stairs, walk and reach overhead.

Working Environment:

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 be able to lift 50 lbs., with frequent lifting and/or carrying of objects or equipment weighing up to 25 lbs. and carrying such weights 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 be able 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.

St. Johnsbury Academy is an equal opportunity employer. SJA prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

Note: Management reserves the right to assign or reassign duties and responsibilities to this job at any time.

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