



ST. AGNES
ACADEMY
for GIRLS

ST. DOMINIC
SCHOOL
for BOYS

The Dominican
COMMUNITY *of* SCHOOLS

Job Title: Auxiliary Program Coordinator

Department: Auxiliary Programs

Contract Period: 12 Month

Reports to: Director of Early Childhood and Auxiliary Programs

Job Summary: The St. Agnes Academy-St. Dominic School Auxiliary Program Coordinator is responsible for the oversight of the Extended Day Activities and Summer Programs in accordance with the school mission. The coordinator is responsible for a faith-filled environment founded on the Dominican Pillars of Study, Prayer, Community, and Service. The coordinator will supervise the summer and auxiliary staff.

Essential Duties and Responsibilities:

- Support school policies, the Dominican Pillars of Prayer, Study, Service, and Community and the teachings of the Catholic Church in word and actions.
- Manage all auxiliary programs, including outside vendors, ensuring they are in alignment with our school mission and values.
- Recruit, hire, train, supervise and evaluate the EDA and Summer staff.
- Identify, create, and provide input in programs for EDA and Summer camp.
- Ensure compliance with all local, state, and federal statutes, rules, policies, and administrative directions within all programming.
- Coordinate and staff the extended day activities for PK2 – 8th grade as well as the summer program for PK – 12th grade.
- Collaborate with the school community for all programs and activities including facilities and communication teams.
- Build and maintain positive relationships with parents and resolve parents' concerns.
- Manage registration for programs ensuring accountability, ratios, and profitability.
- Be a visible presence in all programs, available for concerns and compliance.
- Facilitate engaging activities and opportunities for student engagement within the program that are developmentally appropriate.
- Perform other duties as assigned by the Director.
- Support the school and its leadership.

An Ideal Candidate would possess the following qualifications:

- Management and administrative experience, preferably associated with after school programs.
- An organized manager able to balance schedules, staffing, conflict, and parent relationships.
- A degree in Education or Program Management is preferred.
- Flexibility, energy, creativity, high expectations, a sense of humor and the highest standards of integrity.

Competitive compensation and a full benefits package are available.

Candidates should e-mail a completed application and their credentials (cover letter, resume, and a list of references) to Julie Thompson, jthompson@saa-sds.org.

The Dominican Community of Schools is an Equal Opportunity Employer dedicated to promoting diversity in the workplace and strongly urges all qualified individuals to apply.

The Dominican Community of Schools is a Catholic, independent PK2-12 school in Memphis inspired by the Dominican Pillars of Study, Prayer, Community, and Service. We prioritize all relationships while preparing our students for their future. Our innovative and caring faculty is committed to growing well-balanced students - mind, body, and spirit - in a supportive, faith-filled environment.