



TITLE: Assistant Director of Summer Experience

SUPERVISOR: Director of Summer Experience

DESCRIPTION: The Assistant Director of Summer Experience will work in close partnership with the Director of Summer Experience to develop and execute our summer programming. This position will spend approximately 80% focused on summer programming and 20% supporting other LCA X programming.

QUALIFICATIONS: The ideal candidate will possess strong organizational skills, be great with kids, be a great communicator, will partner effectively with the different departments and members of the school community, and will effectively represent LCA to outside constituents. The ability to initiate, implement and see multiple concurrent projects through to completion is critical.

Relevant experience plus a B.A. or equivalent is required. Candidates must be committed to the Academy's Statement of Faith and Standards for Christian Living, embracing the school's mission and understanding the importance of integrating Christian faith into the work being done.

RESPONSIBILITIES:

Summer Experience

- Implement marketing strategy for summer programming.
- Oversee camper registration, including timely and effective communication with families.
- Manage our Camp Brain database program.
- Assist in the hiring, supervision and management of summer programs staff.
- Assist with the management of camp reports and finances.
- Manage ongoing communication with summer program parents.
- Ensure camp policies and procedures are followed.
- Assist the Director of Summer Experience Programs with daily camp operation and logistics.
- Participate in strategic planning

LCA X

- Administrative and operational support for Thanksgiving Program for international boarding students.
- Coordinate and manage facility rentals.
- Other administrative and operational support as needed.

Target Hire date: ASAP

Salary & Benefits

This is a full-time, 12-month position. Salary is negotiable, commensurate with experience and/or qualifications. The position requires availability on occasional nights and weekends.



ABOUT LCA: Lexington Christian Academy is a grade 6-12 independent college preparatory school that exists to educate young men and women in the arts and sciences in the context of a complete commitment to the Gospel of Jesus Christ. In addition to our traditional day and boarding school program, **LCA X** offers a host of complementary programs over the summer and throughout the academic year which expand our reach and contribute to our mission. Our **Summer Experience** includes our popular **Meadow Breeze Day Camp**, serving boys and girls ages 4-13 as well as our Lions Sports Camps and Summer Academy for secondary school students.

APPLICATION PROCEDURE

Mail or electronically submit a resume, cover letter, two professional references, and brief answers to the following questions:

- Describe your view of Christian education and your commitment to it.
- What motivates you to work in a Christian school?

Human Resources

Lexington Christian Academy

ASSISTANT DIRECTOR OF SUMMER EXPERIENCE

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