

The Academy of Classical Christian Studies
South Campus Culture and Events Coordinator



Job Description
June 2017

Mission: The Operations Team at The Academy exists to build and sustain community and culture for students, parents, and teachers for the purpose of providing lifelong, established relationships as members of the body of Christ.

Cultural Presence:

- Builds unity, protects relationships, and creates/sets tone of The Academy and the South Campus
- Creates a culture of affirmation and support in all interactions with parents, faculty / staff and students
- Carries a presence of professionalism and kindness in all interactions with parents, faculty / staff and students
- Embodies the mission and vision of The Academy as well as the particular mission of the Operations Team

Culture and Events Coordinator Event Responsibilities:

- The SEC works efficiently and effectively leading up to all events
- Creates lists of volunteer needs, communicates these needs prior to an event, recruits volunteers, and ensures all duties are covered by these volunteers the day of the event
- Maintains an attitude of professionalism and enthusiasm when corresponding with the community prior to, during and following all events
- Create programs as needed
- Design / mail invitations as needed
- Provides or coordinates hospitality as needed
- Ensures the website, Academy App, Nuntius, and other forms of communication are detailed, current, accurate for every event to ensure clear understand of each event as received by the parents, faculty / staff, and all involved
- Helps in all set-up and clean-up for events as needed
- Manages all event details for the South Campus in an organized fashion
- Arrives well-prepared, in a timely manner and thoroughly equipped to execute the event
- Works in conjunction with Branding and Communications committee to ensure brand standards are upheld at all events

Location expectations:

- South Campus (Monday/Wednesday)
- Expected hours 8:15am-3:15pm

Basic tasks (including but not limited to):

- Plans, communicates, and executes the following events for the Central Campus as well as District Events
 - South Parent Conference
 - House Sorting Night
 - Night / Day Retreat
 - Fall Fundraiser
 - Christmas Feast
 - Resurrection Feast
 - Rhetoric Dance (assist Midtown as needed)
 - Capstone (assist Midtown as needed)
 - Graduation (assist Midtown as needed)
 - Summer Rhetoric Vienna Trip (assist Midtown as needed)
 - Summer House Leadership Retreat
 - Misc. South Campus Events
- Manage sales and inventory for South Spirit Store
- Thinks creatively individually and with students in establishing events for the South Campus in support of strengthening relational and culture building
- Coordinates with North and Central Campus Culture and Events to establish consistent relationship building events for upcoming 9th grade students
- Works with South Campus Principal for planning, implementing, scheduling, and cultivating culture for House activities including but not limited to: house meetings, house leadership meetings, feasts, and other house-related events

Miscellaneous responsibilities

- Supports South Campus Principal and Culture and Events Manager as needed for various tasks
- Monitors front desk (help students as needed, answers front door and helps field phone calls)
- Assists parents (emailing / community coordinator correspondence)

- Communicates clearly and timely with teachers as needed for events and volunteer roles

Employee Summer Expectations:

- Attends Ops Meetings as scheduled by Culture and Events Manager
- Works at campus two days / week

Employee Basic Requirements:

Reports to Culture and Events Manager

- 20 hours weeks year-round (can be less in summer)
- Working overtime must be approved in writing in advance by Culture and Events Manager
- Events participation expected as per the rotation given and managed by the Events Manager
- Employee expected to clock-in upon arrival to the school and off campus events (i.e., Lessons and Carols, Field Day, etc...), and clock-out upon departure
- During weeks of off-campus events, office time will be reduced to accommodate time needed to cover event. Must coordinate exchange of hours in advance with Culture and Events Manager
- Employee expected to clock-out for non-Academy related time from campus