

Historic Saint Luke's Episcopal Church 1222 N. Dorgenois Street, New Orleans, LA 70119

2025 Summer Camp Director

Historic Saint Luke's Episcopal Church seeks a part-time independent contractor to coordinate Summer Camp activities in June 2025. This is seasonal employment at St. Lukes. The Director is expected to build up the summer camp program by reaching out to neighborhood families and nearby schools. This position is supervised by the Rector (head pastor) and reports to the Vestry (church board). This position is paid for by grant funds for this purpose. A qualified Director will have passion for outreach, experience in working with children and youth, the ability to manage seasonal staff as well as volunteers, and skills to manage the program budget.

Pay commensurate with experience, beginning at \$30 per hour. From January-May, this job focuses on planning, volunteer and teacher recruitment, advertising, and registration efforts. In June, this job averages 40 hours of in person work per week. Additionally, the Director will be responsible for communicating with teachers, parents, and volunteers in person and via phone or email, activities planning, curriculum development, and overseeing set-up and break down of events and organizing supplies. To apply, please email your resume with at least 2 references to Rev. Jane-Allison Wiggin at rector@stlukesneworleans.com. Interviews will be held in early January 2025.

The Director will work with the Rector, anticipated staff, and volunteers to determine if there will be 4 or more weeks of Summer Camp in 2025. There will be at least 4 weeks of Summer Camp in 2025. Depending on the circumstances, the coordinator may bring their child(ren) with them to work.

Qualifications

- At least 21 years of age
- Ability to pass a background check and complete all required Safeguarding trainings
- Keep the safety of children and youth as the highest priority
- Can engage children and youth in positive interactions
- Will manage staff and volunteers with respect
- Reliable transportation

Responsibilities

- Available in a limited capacity beginning January 2024; available M-F for the month of June
- Manage Summer Camp program in the designated areas on designated days
- Monitor camper attendance, social and emotional needs, and communicate with parents
- Recruit and manage volunteers and paid teachers under your direction

Preferred Experience

- An education/social work major, active educator, retired educator, or parent
- Ability to connect across cultures and engage in community outreach
- Child-focused educational and social programming or activities coordinating