



## JUNIPERO SERRA HIGH SCHOOL

**Job Title:** Serra Sports and Rec Camp Coordinator  
**Department:** Summer Programs  
**Job Type:** Seasonal / Temporary (Summer 2026)  
**Schedule:** Monday–Friday  
**Reports To:** Assistant Principal: Student Life (& Summer Program Principal)  
**Compensation:** Hourly \$25.00

### **About the Program:**

Junipero Serra High School offers a vibrant and engaging Serra Sports and Rec Camp for boys and girls promoted to 1st grades - 7th grade, designed to provide a safe, enriching, and fun environment during the summer months. Our program includes a mix of recreational, creative, and outdoor activities, fostering both personal growth and positive peer relationships. We work closely with student counselors, parents/guardians, and other school-run summer programs to deliver a cohesive and supportive experience for every child.

### **Position Summary:**

The Serra Sports & Rec Camp Coordinator plays a key role in implementing daily camp activities, supervising campers, and ensuring the well-being and safety of all participants. This position involves working directly with campers, junior counselors, and parents/guardians, as well as coordinating with other summer programs on campus. The ideal candidate is collaborative, energetic, and passionate about working with elementary-aged children in a school-based setting.

### **Key Responsibilities:**

- Organize and operate a camp that emphasizes recreational activities, arts and crafts, sports, development of fine and gross motor skills, games and special events
- Supervise and actively engage with counselors, campers and parents/guardians throughout the summer
- Coordinate the hire of staff with the AP: Student Life
- Coordinate registration and other administrative duties through CampBrain to schedule campers
- Coordinate with the payroll department regarding employee timecard approvals
- Support and mentor student counselors, providing guidance and modeling appropriate leadership
- Communicate regularly and professionally with parents/guardians regarding

A CATHOLIC COLLEGE PREPARATORY



## JUNIPERO SERRA HIGH SCHOOL

- Camper progress and concerns
- Collaborate with other summer program staff to ensure smooth transitions and shared use of facilities
- Collaborate with Flik dining to create and facilitate a meal program for campers
- Monitor camper safety and well-being, responding to behavioral or health needs as appropriate
- Help create a positive, inclusive and respectful environment for all participants
- Maintain accurate attendance and incident records
- Provide staff meetings, training sessions and camp events

### Qualifications:

- Prior experience working with children in educational or recreational settings preferred
- Strong communication skills and ability to work effectively with children and adults
- Collaborative mindset and ability to coordinate with multiple stakeholders
- CPR/First Aid certification (complete before starting date)
- Successful completion of background check required for those over 18 years prior to starting date

### Preferred Qualifications:

- Experience mentoring peers or student leaders
- Currently pursuing or holding a degree in education, child development, Recreation or a related field
- Bilingual or multilingual candidates encouraged to apply

### To Apply:

- Please submit the following to [hr@serrahs.com](mailto:hr@serrahs.com):
- Cover letter
- Resume
- Two letters of reference

**ALL EMPLOYEES OF THE ARCHDIOCESE OF SAN FRANCISCO SHALL BE EMPLOYED WITHOUT REGARD TO RACE, COLOR, SEX, ETHNIC OR NATIONAL ORIGIN AND PURSUANT TO THE SAN FRANCISCO FAIR CHANCE ORDINANCE, WILL CONSIDER FOR EMPLOYMENT QUALIFIED APPLICANTS WITH CRIMINAL HISTORY.**

A CATHOLIC COLLEGE PREPARATORY