



**International  
School**  
Los Angeles  
**Lycée  
International**

**Campuses**  
Burbank  
Los Feliz  
Pasadena  
West Valley

## **Activities & Camp Administrator**

### **About the International School of Los Angeles**

#### **Mission:**

The International School of Los Angeles is a non-profit, independent, international school committed to bilingual education and academic excellence in a nurturing environment. Our mission is to develop bilingual critical thinkers who are open-minded, confident and caring, and equipped to thrive in a diverse, competitive world. We offer a preschool through 12th grade curriculum that culminates in the French baccalauréat or the International Baccalaureate®'s Diploma Programme.

#### **Values:**

The delivery of our mission is anchored in the commitment of each member of the school community to uphold the values of respect, excellence, and diversity.

## **Job Description**

**Title: Activities & Camp Administrator**

**Reports to:** After-school Activities & Vacation Camps Manager

**Location:** Los Feliz Campus - Los Angeles, CA

**Compensation:** Hourly Rate \$19 - \$22

#### **Position Type/ Expected Hours of Work:**

Non-Exempt, year round. Full Time - Monday through Friday

#### **Context:**

The Activities and Camp Administrator will serve as a key member of the after school team and all aspects related to the department. This is an administrative position intended to support the extracurricular departments: After-School Activities & Vacation Camps Department. They must be a team player, committed to LILA's mission, and be passionate about encouraging excellence in education.

#### **Key relationships:**

- After School Activities and Camps Manager (Direct Manager)
- Financial Aid, Accounting, and Accounts Payable Manager
- Coaches, Instructors, and Part-Time Staff of both Extracurricular Departments
- School Administration and HR

#### **School Administration**

1105 W Riverside Dr, Burbank, CA 91506

tel 818-994-2961, fax 818-994-2816, [www.internationalschool.la](http://www.internationalschool.la)

- Campus Administration
- Parents

## Specific Responsibilities:

Responsibilities include, but are not limited to, the following:

### Essential functions:

- Help in resolving any administrative, staff, and student/parent issues or queries in relation to the departments by being the liaison and first point of contact between them and the department manager.
- Facilitate contingency plans and accompanying necessary communications in regards to last-minute call-outs of employees, instructors, or day of class cancellations.
- Perform weekly check ins of the after-school program, serving as an on-site liaison between instructors and the After-School Activities Department while ensuring policies are being followed.
- Manage and review time sheets in reference to payroll calendar for department staff.
- Manage updates on School Cash Online, and/or applicable registration platform(s).
- Support in the recruiting, hiring, orientation and coordination while ensuring staff meet LILA and CA and maintain record tracking pertaining but not limited to health screenings, I9, live scans, insurance, w9s, etc...
- Coordinate with Campus Business Managers and Campus Director to schedule on campus activities, planned camps, afterschool events.
- Create and maintain all rosters for the department and distribute to the relevant campuses, instructors, and teachers.
- Format reports, budgets, presentations, proposals and spreadsheets with information and data provided by both departments.
- Process invoices as needed for the departments on QuickBooks
- Communicate with parents and campus, in case of cancelled or vacation camps, process reimbursements for families, and modify schedules, calendars, and websites to reflect changes, as required.
- Facilitate transportation needs, permission slips, waivers, and compliance-related paperwork for activities on or off campus.
- Communicate with campuses with updates across *Mosaïque* and activity fairs.
- Manage the extra-curricular website (LILAextra.com), Summer Campus website (ecoledusoleil.com), and the weekly informational newsletter to each campus.
- Send informational emails to parents regarding upcoming events.
- Keep a record of unpaid students. Send reminder emails to parents for payment.
- Manage the distribution and gathering of program evaluations
- Provide program and season recaps showing overviews of revenue, participation by campus.
- Proficient soft-skills necessary to support youth and children's mental health and emotional challenges.

### Vacation Camps

- Facilitate contingency plans and accompanying necessary communications in regards to last-minute call-outs of employees, instructors, or day of class cancellations
- Secure camp vendors, serving as an on-site liaison between instructors and the Camps Department.
- Create rosters, emergency contact sheets, and schedules as needed
- Manage the distribution and gathering of program evaluations
- Provide program and season recaps showing overviews of revenue, participation by campus.
- Promote camps and programs to student body and families.

### General Duties

- Perform other duties as assigned by the After-School Activities & Camps Manager including providing general administrative assistance.
- Coordinate in supporting manager with on-site management of camps and activities as needed.

## Selection Criteria

### Essential qualifications:

- Bachelor's degree or equivalent experience
- Strong written and oral communications skills
- Strong administrative and organizational skills
- Commitment to positively working with the students and providing outstanding customer service
- Demonstrated ability to multitask, work independently, and meet deadlines
- Knowledge of Microsoft Office applications and Google
- Strong interpersonal skills and strong attention to detail
- Unimpeachable ethical standards and personal integrity
- Commitment to LILA's mission and values, learning, and continuously improving
- Attention to detail in regards to communication, especially spelling and grammar.

### Desirable qualifications:

- Previous experience in independent schools or nonprofits is helpful
- Experience with databases is a plus
- Bilingual in English and French is a strong preference

### Supervisor Responsibility:

All employees must supervise students and are expected to comply with our School Child Protection and Mandated Reporter Policies.

### Work Environment:

This job operates in a professional office environment on-site at all campuses. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines, and recreational equipment.

### Physical Demands:

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Position Type/ Expected Hours of Work:**

This is a full-time position with standard office hours Monday through Friday, with occasional evenings and weekends as required. Vacations should be planned and approved in advance. Time-off should not be requested during Vacation Camps which are considered blackout dates (October, February, April & Summer Camps) nor the week before the start of any program.

**Travel:**

Some travel to other LILA campuses for meetings and events, as well as to events throughout the greater Los Angeles area.

**Work Authorization:**

***J visa holders cannot be considered.***

Must be authorized to work in the United States, take and pass the Department of Justice Live Scan, and health requirements of health screening, TB, and immunizations.

*The International School of Los Angeles provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.*

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.