



## **Administrative Opportunity at Stanley British Primary School**

**Position: Admission and Summer Camp Associate**

**Full Time Position: Starting June 15, 2022**

**Position:** Admission and Summer Camp Associate  
**Reports to:** Director of Admission and Summer Camp  
**Direct reports:** None  
**Contract Terms:** Full-time exempt, 12-month position, starting June 15, 2022

### **Key responsibilities**

#### *Stanley Admissions*

- Provide personal initial point of contact for admissions inquiries
- Lead individual and small-group tours for prospective families.
- Attend open houses, student visit days, school fairs and other admissions related events in the Denver community (occasionally including evenings and weekends)
- Understand and effectively communicate with a wide range of constituencies about the Stanley BPS mission and British Primary educational philosophy.
- Make meaningful connections between the unique attributes of Stanley BPS and the priorities of prospective families
- manage admissions database throughout the admissions process – inquiry through acceptance, and manage all applicant files
- Communicate effectively with families, including those of diverse cultural and socioeconomic backgrounds, about all aspects of the admissions process and the Stanley BPS educational philosophy
- Coordinate and support parent and student volunteers who support the admissions program
- Administer screenings during student visits and meet with parents for follow-up interviews
- Assist with managing marketing materials
- Performing other duties as assigned by the Director of Admission and Summer Program

#### *Stanley Summer Camp*

- Schedule staff and work with the Business Office to create contracts
- Serve as a main point of contact for Summer at Stanley customer service, and support parents and staff with scheduling and modifying summer camp orders.

- Using camp database system, create camp brochure and help develop and send out Summer at Stanley marketing and registration materials
- Organize Summer at Stanley staff paperwork, and support with all communication to Summer at Stanley staff
- Support the Summer Camp Director and the School Health Coordinator with organizing and maintaining student health care plans
- Helping with camp responsibility during the summer (engaging with campers, parents and staff).
- Maintaining integrity and confidentiality around financial transactions and financial assistance.
- Performing other duties as assigned by the Director of Admission and Summer Program

### **Key competencies and qualifications**

- Commitment to multicultural practice and cultural competence
- A high standard of integrity and ethical behavior with all constituencies and a commitment to customer service
- Highly professional interpersonal skills and masterful writing skills for a variety of audiences and purposes
- Strong experience employing relevant technology tools such as the Google Suite, Microsoft Office, and experience with Blackbaud and SchoolAdmin is preferred
- Tact, discretion and a strong sense of confidentiality in managing sensitive situations and information about students, staff and families.

### **Experience and background desired**

- Bachelor's degree
- Teaching and/or K-8 school administration experience. Experience in independent schools is strongly preferred.
- Understanding of British Primary philosophy and progressive educational philosophies.
- Prior work experience that reflects responsibility for organization, administration, communication, and customer service.

### **Compensation**

This is a 12 month exempt administrative position. Compensation will be based on experience and qualifications, and will be offered in the range of \$50,000-\$55,000.

### **We Value**

- An inclusive and diverse community
- Joyfulness
- Lifelong learning
- Positive and constructive communication
- Creativity, flexibility, and resourcefulness
- An understanding of children and childhood
- Commitment to making a positive difference in the world

**Equal Opportunity Employer**

Stanley BPS is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, ethnicity, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, or veteran status. This policy covers all programs, services, policies, and procedures of Stanley BPS, including admissions, employment and access to services and programs.

**To Apply**

Please send a letter of interest and resume to Susan Farr Executive Assistant to the Head of School, [susan.farr@stanleybps.org](mailto:susan.farr@stanleybps.org).