



**GERMAN
INTERNATIONAL
SCHOOL | Boston**

German International School Boston is a bilingual independent school serving students aged 2.9 to grade 12. Learning at GISB is a multilingual, multicultural experience; graduates earn both a U.S. high school diploma and a German international Abitur. In addition to its international focus, GISB's urban location, commitment to affordability, and highly-involved family community make it a special place to learn and grow. GISB is an equal opportunity employer, providing generous benefits and a collegial, international work environment to a dedicated faculty and staff. For more information, please visit www.gisbos.org.

VACATION PROGRAM COORDINATOR: Part-time

The Vacation Program Coordinator is responsible for organizing, preparing, and executing GISB's eight weeks of bilingual (German and English) camp programs (October, February, April, and July). The Coordinator leads all aspects of vacation programs and is responsible for day-to-day operations and creating a high-quality, engaging, and safe environment for GISB camp participants. The successful candidate will be organized, proactive, independent, and work with sound judgment and decision-making. Our Vacation Programming is one of the highlights of the year for our campers.

ESSENTIAL FUNCTIONS:

- Organize and execute camp registration, including communication with families.
- Oversee and execute staff planning, including hiring, training, schedules, and supervision.
- Execute 8 weeks of GISB vacation programs, including camp policies and procedures.
- Maintain fiscal records for all camp programs, including invoicing and budgeting.
- Supervise and support program Camp Teachers, Student Assistant Teachers, and volunteers.
- Work closely with the health office to ensure medical and immunization records are up to date and on file.
- Oversee vacation program attendance, and communicate with caregivers.
- Maintain inventory of supplies and equipment.
- Work closely with the Director of Co-Curricular Programs on operational as well as strategic aspects of the vacation program.
- Implement marketing and communication strategy for camp vacation programs in coordination with the Director of Marketing and Communications.

QUALIFICATIONS

- Must be able to lift 30 pounds and be comfortable being outside and on your feet most of the day.
- 1-3 years experience coordinating camp programming and operations.
- Knowledge of the German language is preferred but not required.

Classification: Exempt

Salary Grade: Competitive

Reports to: Director of Co-Curricular Programming

Contact: Please direct your application to jobs@gisbos.org.

GISB is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis including, but not limited to: race; color; religion; national origin; genetic information; ancestry; sex; pregnancy, childbirth, or related medical conditions; marital status; sexual orientation; gender identity; age; physical or mental disability; citizenship status; veteran status; military service; application for military service; or any other protected class under federal, state, or local law. The School will make reasonable accommodations for qualified individuals with known disabilities, in accordance with applicable law.