



CHELSEA ACADEMY

Student Life Coordinator – Full-time 2024-2025 Academic Year

Job Purpose Statement: This blended position reports to the Dean of Students and assists in the coordination and facilitation of all student activities-spiritual, social and co-curricular. The position also oversees the journalism club which is responsible for the Chelsea yearbook. This position is intimately involved in the lives of the female students at Chelsea both from a mentoring and disciplinary capacity.

QUALIFICATIONS, KNOWLEDGE, ABILITIES AND ATTRIBUTES

- Qualifications:
 - Required: Practicing Catholic in good standing
 - Required: Bachelor's Degree, preferably in Psychology or related field.
 - Other Desired Qualifications:
 - Polished and effective oral and written communication skills
 - Ability to manage well a classroom environment
 - Ability to empathize and relate well with young people of all ages
 - Ability to be flexible in a smaller-school environment
 - Willingness to coach or moderate school activities and co-curriculars
 - Deep belief in Chelsea's vision and mission
 - Strong accordance with Chelsea's values
 - Strong interpersonal skills and desire to work as a team player with teachers and staff
 - Ability to plan strategically, and maintain a focus on results
 - Ability to partner and create relationships with parents and community members
 - Strong organizational ability in order to set priorities, organize workload, handle multiple responsibilities and meet deadlines.
 - Ability to enforce policies with charity and empathy
 - Ability to demonstrate loving care for students and their families
 - Willingness to engage with students and work with them during activities and events
 - Eye for detail and experience with photography and graphic design in some capacity.
- Specific Duties relating to Student Life
 - Coordinate and facilitate the following events with the Dean of Students and Faculty
 - Fall Semester
 - Fall Hike
 - Fall Field Events
 - Middle and High School Camping Trips
 - Fall Dance
 - St. Cecelia Festival & Turkey Trot
 - Winter Dance
 - Spring Semester
 - St. Thomas More's Birthday
 - Winter & Spring Pep Rally
 - Lenten Retreats
 - Canoe Trip
 - Throughout the Year
 - Weekly House Games & Activities
 - Quarterly House Competitions
 - Liturgical Feasts/Celebrations

- Oversee and manage the Journalism club which completes the annual yearbook including photography and articles
- Assist in the guidance of and disciplinary measures for middle and high school students.
- Assist the Dean as the Advisor for the Student Government.
- Perform other tasks, duties and responsibilities as assigned by the Dean of Students

Compensation and Benefits: Competitive and commensurate with experience.

Application Instructions:

Email or mail cover letter, CV or resume, and three references to the contact below. This posting will remain active until the position is filled.

Contact: Mr. Chris Vander Woude, Dean of Students

Email: frontoffice@chelseaacademy.org (Subject: "Student Life Coordinator")

Chelsea Academy
1190 Progress Drive
Front Royal, VA 22630
Tel: 540.635.0622

More information about Chelsea Academy can be found at www.chelseaacademy.org