



Trinity School

**COORDINATOR OF STUDENT ACTIVITIES  
UPPPER SCHOOL  
JOB ANNOUNCEMENT**

Trinity School, a co-educational, K-12 institution located on the Upper West Side of Manhattan, seeks a Coordinator of Student Activities in the Upper School. Reporting to the Upper School Principal, the Coordinator will work in concert with the Upper School team, including the Assistant Principal, the office staff, and the class deans.

Candidates must possess strong organizational, communication, computer, and interpersonal skills. The position requires discretion and the ability to work in a stressful environment dealing with a wide variety of challenges and deadlines. The ideal candidate will possess high emotional intelligence, an ability to work cooperatively and generously with a diverse array of contacts, a commitment to ongoing professional development, and a sense of humor.

Responsibilities and duties include, *but are not limited to*:

Coordinate Student Trips

- Book and oversee Upper School grade-level field trip experiences;
- Coordinate logistics for field trips with teachers, including transportation;
- Facilitate the distribution and collection of all permission slips;
- Responsible for ensuring chaperones are aware of and follow all field trip policies; and
- Work with Director of Forensics to streamline logistics of forensic trips.

Coordinate Lunch and Learn Sessions

- Responsible for the invitation and scheduling of lunch and learn speaker;
- Work with club leaders – both students and teachers – to facilitate the arrival and deployment of speakers;
- In conjunction with club leaders, coordinate food for each meeting, working with Flik and other food providers as necessary; and
- Manage logistical concerns in regard to room use including finding space for meetings.

Special Programs/Events

- Coordinate Prom and Senior Week Events

Coordinate Prize Day

- Organize Prize Day Community Time;
- Coordinate the role of Department Heads for Prize Day;
- Purchase and distribute prizes and create and distribute prize certificates;
- Collect and publish Prize Day results.

### Club Management

- Develop and implement club guidelines/standards for maintaining recognition on an annual basis;
- Facilitate and oversee annual club fair in the fall;
- Responsible for the overall club recognition process in alignment with other councils;
- Implement annual club advisor training and develop written guidelines for requirements for becoming a club advisor;
- Develop and implement annual club leadership training;
- Work with Student Senate advisor and Senate Vice President for Finance to oversee all club spending, ensuring all Senate budget guidelines are followed;
- Work with the Director of Forensics to coordinate and manage all details related to special student programs (e.g., Model United Nations, Debate, Academic Quiz Bowl, etc.);
- Assist the Assistant Principal as necessary with club management, Freshman Orientation, class trips and retreats, student government, the Honor Council, etc.

### General Upper School Office Duties

- Work with office staff to streamline office processes in regard to booking space, attendance, and maintenance of files; and
- Attend meetings of the Upper School faculty/staff and Upper School office meetings as needed.

Interested candidates should post a resume and cover letter outlining their professional qualifications and readiness for this position to: <https://trinityschool.applicantstack.com/x/openings>.

Starting Salary Range: \$60,000 - \$80,000 (salary based upon, but not limited to, relevant experience and expertise)