



Opportunity Statement

Student Activities Coordinator

Named in honor of Louise Thaden, a pioneering aviator from Bentonville, [Thaden School](#) opened in the fall of 2017 with just 50 students in Grades 7 and 9. With its well-resourced tuition assistance program, the School has grown steadily, and enrollment is close to 280 students in Grades 6 to 12 in the 2021-22 academic year. Designed by a world-class team of architects, the School's 30-acre campus in downtown Bentonville will support as many as 525 students in Grades 6 to 12.

Thaden School now seeks a Student Activities Coordinator, reporting to the Dean of Academics, to assist with daily operations and coordinate a wide variety of activities related to co-curriculars and student life. This is an 11-month position.

Role and Responsibilities

- Coordinating grade-level, discipline-specific, and advisory outing field trips
- Managing and cultivating the roster of clubs, student organizations, and student publications
- Developing and coordinating student internship program
- Administering the development and coordination of global programming
- Working with a team to plan and hold community events for students and families
- Collaborating with the development and implementation of programming for the advising program
- Teaching up to two classes in the appropriate discipline
- Performing other duties in support of the School mission as determined by the leadership team
- Additional duties as assigned

Skills, Qualifications, and Attributes

- Experience in an educational environment that requires versatility, adaptability, and resourcefulness
- Experience executing a variety of administrative processes such as creating and maintaining databases and electronic filing systems, managing calendars, etc.
- Facility with Microsoft Office suite, Google Docs, content management systems (Blackbaud, UnitySuite, etc.)
- Ability to prioritize effectively and work in a self-directed manner
- Capacity to juggle mundane and complex tasks

- Excellent judgment and discretion in responding to urgent, confidential matters
- Strong communication and interpersonal skills
- Ability to positively represent the school in all settings and circumstances
- A founding spirit that embraces new challenges
- College degree

Physical Requirements

- Current First Aid and CPR certification and training.
- Job frequently requires standing, walking, and handling objects with hands.
- Job occasionally requires reaching, climbing, stooping, kneeling, pushing, pulling, and lifting up to 50 pounds.
- Some work performed outside, exposed to changing weather conditions.

Wage Classification

Based on the duties and requirements above, this position will be paid as a salaried exempt employee.

Applications

Please submit your application materials through our online portal for [Thaden School Job Opportunities](#). Applications should include a cover letter and resume. The start date is negotiable. Thaden is an equal opportunity employer and complies with all federal, state, and local laws that prohibit discrimination in employment because of race, color, national origin, citizenship, age (18 or older), religion, disability, marital status, veteran status, and sexual orientation. Applications by members of all underrepresented groups, including women and people of color, are encouraged.

Salary will be competitive within the independent school sector. All offers of employment are contingent on successful completion of a criminal background check.

About the School

A non-sectarian independent school under the direction of its own board, Thaden School offers a challenging and innovative educational program that ignites in students a passion for discovery and learning, prepares them to succeed in college, and inspires them to lead lives of integrity, purpose, and responsible global citizenship.

At the core of the School's mission is a commitment to balance that takes many forms: a curriculum that integrates the sciences and the humanities; indoor and outdoor teaching spaces where sustainability is a tangible part of the lesson; hands-on programs for civic engagement; athletics and physical education programs that build confidence and character through competition and meaningful participation; and a diverse faculty and staff that empower students to think deeply and expansively about their potential and place in the world. The School's remarkably robust Indexed Tuition program

supports the creation of a balanced learning community where students of many perspectives, talents, and interests come learn and grow stronger together.

Located on a 30-acre campus in downtown Bentonville, the School is walking distance from the town square, Brightwater Culinary Institute, The Momentary, and a variety of other educational resources. The School has also engaged a world-class team of architects to design an enduring and innovative campus that will spark curiosity, inspire creativity, and invite reflection. The principal designer, Marlon Blackwell, is the 2020 recipient of the American Institute of Architects' Gold Medal, the Institute's highest honor. The School's first permanent buildings opened in the fall of 2019, and the campus master plan will be completed in the fall of 2021.

The School's [website](#) features additional information regarding its mission, educational programs, and faculty and staff.