



# SOUTHERN TEACHERS AGENCY

*... when only the best will do!*

## **Coordinator of Community Service The Kinkaid School Houston, Texas**

[www.kinkaid.org](http://www.kinkaid.org)

Southern Teachers Agency is assisting The Kinkaid School in the search for their first Coordinator of Community Service. Founded in 1906, the Kinkaid School is the oldest independent school in Houston. A non-sectarian, coeducational day school, Kinkaid enrolls 1350 students in grades prekindergarten through twelve. Located on an attractive 65-acre campus in a residential neighborhood, Kinkaid houses separate Lower, Middle, and Upper Schools. The school emphasizes excellence in a well-rounded education and, in addition to a superb academic program, supports extensive fine arts and athletics programs.

Kinkaid encourages community service as a part of its mission "to promote educational excellence, personal responsibility, and balanced growth, and thereby to help its students to discover and develop their talents and to fulfill their best potentials." The Community Service Program includes developmentally appropriate service opportunities for students in all divisions of the school. While the Lower and Middle Schools do not have formal service requirements, these students are encouraged to participate in community service activities; to facilitate this, Kinkaid provides organized activities through which they can contribute to the community and learn about the value of service. In the Upper School, Kinkaid requires students to participate in community service in order to introduce them to the opportunities available for service. Kinkaid hopes that their students will go beyond these requirements and find service to be a meaningful aspect of their educational experience.

The Coordinator will enjoy working with students inside and outside of school, be a regular presence on campus, communicate effectively with faculty, administration, and parents, and serve as Kinkaid's primary contact for all matters relating to community service. The Coordinator will work with faculty and administration to identify within the Kinkaid community service opportunities that provide a meaningful experience for students and useful service to the school. He or she will also identify and approve service organizations for formal, long-term affiliation with Kinkaid, manage all aspects of the Community Service Program, and monitor the quality, quantity, and variety of service opportunities by performing regular evaluations of all service opportunities and events.

The best candidates will have several years of experience in education and will demonstrate a passion for involvement in community service. They will work well with both young people and adults and possess strong organizational skills. Proficiency managing a budget is also a plus.

Interested applicants should submit by email an [STA application](#), current resume, list of references, and educational philosophy to

Mr. Jamie Estes  
[Estes@SouthernTeachers.com](mailto:Estes@SouthernTeachers.com)

This position begins in July of 2012.