



WESTMINSTER ACADEMY

Upper School Events and Protocol Coordinator Job Description

Role Overview

The Upper School (US) Events and Protocol Coordinator is a part-time position with the possibility of becoming full-time, depending on the candidate's qualifications, experience, and organizational needs. This role is responsible for overseeing the planning, preparation, and execution of Upper School events and the Protocol program at Westminster Academy. Reporting to the Dean of Student Life (DSL), the Coordinator shares responsibility for cultivating a vibrant school culture rooted in virtue, leadership, and the school's mission. The position will support the DSL by maintaining a balanced and consistent student schedule while organizing high-quality events that uphold Westminster Academy's traditions and strengthen parent involvement.

Primary Responsibilities

- **Event & Program Oversight:** Oversee House events, including House Reveal, field days, retreats, initiation, House challenges and feasts, Secret Santa, and the Protocol program for 7th-12th grades.
- **Budget:** Ensure event costs are within budget.
- **Strengthen Parent Involvement:** Identify and communicate opportunities for parents to be involved in the special events and traditions of the Upper School.

Spiritual Leadership

As a minister of the Gospel, the US Event and Protocol Coordinator must embody the Christian faith in all facets of life, serving as a visible role model for students and faculty. All employees of Westminster Academy are expected to "love the Lord in front of our students," making the faith observable through every interaction. The US Event and Protocol Coordinator's leadership must be guided by the school's Statement of Faith, ensuring a consistent witness to parents, students, and the broader community.

Qualifications

The ideal candidate for the US Event and Protocol Coordinator has 3-5 years of event planning experience and:

- Exhibits spiritual maturity and the wisdom to guide students in growing in virtue.
- Possesses a love of students and a passion for mentoring and discipleship.
- Demonstrates a creative vision for experiences that enhance the classical Christian education.
- Builds relationships and communicates with warmth and clarity.
- Is intuitive and naturally anticipates problems before they arise.

Specific Duties

Applying the character traits, virtues, and leadership skills listed above, the US Event and Protocol Coordinator will:

- Plan, prepare, and execute House events:
 - House Reveal

- Retreats
- House Challenges: Rhetoric, Writing, Music, Drama, and Art
- Thanksgiving Feast
- Pie Challenge and Christmas Tree Challenge
- Initiation
- Fall and Spring Field Day
- House Parties
- House Closing
- Provide leadership of Protocol:
 - Teaching and coordination of lessons
 - Event planning and coordination for Protocol-related events
- Create opportunities for integration of Grammar and Upper School students:
 - Planning and coordination for Secret Santa
 - Planning and coordination for 3rd Grade Olympics
 - Developing other opportunities throughout the year
- Help support other school events as needed:
 - Senior Banquet
 - Pastor's Brunch
 - Grandparents' Day
 - Tailgate
 - Next Year Day
 - Senior Surprises
 - Open House
 - Parent Education Nights
- Be present and engaged at the various school functions throughout the year, social and athletic events.