



209 South Hollywood Rd. • Houma, LA 70360 • 985-876-2551 • www.vandebiltcatholic.org

Vandebilt Catholic High School is currently seeking a part-time VCHS Regiment (Band) Office Manager

Duties include:

- Maintain payroll for Regiment and Choir Staff
- Make sure that Regiment and Choir Staff are up to date on safe environment training
- Make sure all parent volunteers are safe environment trained
- Request use of facilities and keep calendar on Charms updated
- Coordinate insurance certificates for camp away from school (civic center) or for parades
- Create and maintain a Charms account for all students in the program
- Take all payments for fees for Regiment, Elementary Band, and Choir, and manage deposits
- Balance credit card expenses
- Pay all invoices associated with Regiment, Elementary Band and Choir
- Organize and book all travel for winter ensembles
- Make appointments at elementary schools for directors to talk to kids
- Purchase and sell supplies (reeds, oil, drum sticks, gloves, body stockings, etc)
- Fit, Assign and collect formal concert uniforms from students
- Make concert programs
- Coordinate chaperones for all travel
- Summer Camps- Kiddie camps- have lunch each day, design and purchase t shirts, have snacks, make roster
- High school summer camps- Organize supper for staff, have nurses present, collect medical forms on all students, organize end of camp party

Part-time non-benefit-eligible position

Position averages 20 hours per week

\$10-\$12 per hour based on experience (up to \$13,000 annually)

Applications are now being accepted in the VCHS front office until May 12, 2017 or until the position is filled.