



Boarding House Weekend Activity Coordinator Permanent Part-time – term time only

About Us

St Margaret's College offers a unique education for girls from Year 0 through to Year 13 for boarding and day girls. We have a dual pathway with NCEA and the International Baccalaureate Diploma programme and a strong emphasis on wellbeing and pastoral care as well as academic success. With a commitment to holistic education, balancing academic excellence with a multitude of co-curricular opportunities, St Margaret's College encourages students and staff to discover their passions and be the very best they can be.

The Role

Looking for a job where fun is part of the job description? This is a unique opportunity to bring your energetic, creative, and positive self to work each weekend.

You will be responsible for supervising and supporting our weekend boarders, planning and running enjoyable, inclusive activities that encourage participation, connection, and confidence. Your goal? To create a warm, engaging environment where every girl feels safe, supported, and excited to be involved.

As part of our friendly and dedicated boarding house team, you will also help with the behind-the-scenes admin, including activity planning, administration, transport coordination, and overall student care during the weekends.

The Hours

This role covers weekend activities on Saturdays and Sundays from 10.00am to 5.00pm (13 hours total). Ideally, we're looking for someone who can cover both days, but we'd still love to hear from you if you're available for just one.

About You

You genuinely enjoy working with young people and bring a positive, empathetic, and can-do attitude to everything you do. You know how to balance fun with responsibility, always keeping wellbeing and safety front of mind.

Experience working with or caring for young people is essential. Experience in a sole-charge role would be an advantage, as would basic administrative skills and a current First Aid Certificate.

Start Date

Ideally, you'll be able to start as soon as possible, and no later than 14 February 2026. A full driver's licence is required to enable transport to offsite activities, and all successful applicants will undergo police vetting.

If you're someone who loves creating memorable experiences, thrives in a team environment, and believes weekends should be both meaningful and fun, we'd love to hear from you!

A Position Description is available on our website:

<https://stmargarets.school.nz/explore-our-college/meet-our-people/work-at-smc/>.

To apply, please send your CV and application letter by email to Rachel Clemenger, Director of Boarding at recruitment@stmargarets.school.nz

Applications close on Sunday 25 January 2026 at midnight.

Applications will be reviewed as they are received and interviews may take place prior to the close date. This means the job may close before the advertised close date.