



Job Description

Position Title: Director of Auxiliary Programs

Department: Finance Division

Reports To: CFO/Business Manager

Summary: Under direction of the CFO and Head of the Lower School the responsibilities of this position include maintaining the coordination, implementation, and administration of all auxiliary programs including but not limited to Summer Programs on both campuses and After School Care on the Lower Campus. The specific duties of the Director of Auxiliary Programs include program development and management, carrying forth prudent fiscal management, participation in staff development, and offsite collaborations. This person will provide a safe, nurturing, and well-supervised after school program; be the liaison with parents, collaborators, school management, volunteers, and visitors to display the site and the program positively. This position is responsible for planning and development of the creative learning environment, establishment of interest centers, and preparation of needed materials and supplies. In addition the Director of Auxiliary Programs is responsible for the collection of program data and assisting with administrative support. In addition, this position is responsible for the marketing of summer programs, creating and managing enrollment paperwork, coordinating with the business office billing, and ancillary services and general overall management of the summer program as well organizing the day-to-day logistics of the summer programs/classes, coordinating transportation to and from the Grove, scheduling times and dates of the programs, hiring program instructors and reviewing the course content. The position is part-time with primary focus from March to September for the summer programs and from September through May for the After School Care program. This position also includes responsibility as the Facility Rental Coordinator; coordinating the rental process for facilities on both campuses including finalizing the facility rental agreements, payments and insurance.

Responsibilities:

Summer Programs

- Generating revenue through age appropriate programming
- Marketing all summer programs on the IMS campuses
- Tracking revenue and expenses of each program
- Working closely with Marketing and Communications Director

- Be available to parents of participants to address questions and concerns
- Assist with transportation when needed to/from The Grove
- Maintain cleanliness in all program areas; including the upkeep of the equipment and facility in an acceptable manner and the set-up and breakdown during the program day to contribute to ongoing efforts to keep the spaces orderly.
- Develop rapport and build relationships with faculty, staff and member families
- Design a calendar and schedule for all programming
- Accurately complete and submits time cards/payroll records, incident reports, rosters, receipts,
- Supports and implements human resource policies and procedures

Facility Rental Coordinator

- Coordinate seasonal rental application process
- Work with renters to create a seasonal facility use schedule for Norwood's gyms, athletic fields, and classrooms
- Create facility use contracts and process payments
- Work closely with Director of Buildings and Grounds to coordinate set up during facility rentals
- Communicate with facility renters as needed to ensure a successful rental experience

After School and Enrichment Program Coordinator:

- Recruit vendors and instructors for After School enrichment classes for PK-4th grade
- Manage enrichment vendors and instructors, including scheduling, payment, and oversight of instructors while on campus
- Train enrichment vendors and instructors, including daily procedures and emergency preparedness
- Coordinate locations for after-school enrichment classes
- Create and maintain seasonal enrichment registration within online registration database.
- Create promotional materials and actively promote enrichment program to school families
- Work closely with the Head of the Lower School in program content
- These duties fall over the academic calendar year

Desired Qualifications

Successful candidates will have the energy and ambition to manage and develop all Indian Mountain Schools Auxiliary Programs to the highest degree of educational excellence. They will be organized, attentive to detail, and motivated by authentic interest in the experience of the participants in the programs. They will be driven by an entrepreneurial spirit, while being resourceful, innovative, forward thinking and committed.

The preferred qualifications listed below are representative of the knowledge, skill, and/or ability required to perform essential functions of the job:

- 3-5 years of progressively responsible experience managing summer/auxiliary programs or equivalent
- Associates Degree or higher required
- The ability to think strategically in developing, enhancing, and refining summer/auxiliary programs in the broader context of a mission-driven independent school
- A self-starter with a high level of integrity and a strong work ethic to work independently
- A demonstrated commitment to creating and supporting diverse, equitable, and inclusive communities
- A love of children
- Strong financial acumen with demonstrated ability to develop and manage a budget
- Excellent project management and organizational skills
- Expertise in marketing summer or similar programs using a variety of technology resources including social media
- A well-developed, collaborative work style; ability to interact with employees at all levels of the community
- Ability to maintain a high degree of confidentiality
- Ability to understand youth development programming, applicable regulations/laws, trends, best practices and new developments in the field
- Knowledge and skill to negotiate and manage contracts
- Excellent oral and written communication skills
- Demonstrated competence with technology platforms including Microsoft Office products, Google applications, database management, website development, and digital media
- PSL Certification, First Aid and CPR Certified
- A sense of humor
- The Auxiliary Programs Manager and Camp Co-Director is a part time, year-round, professional staff. Interested applicants should submit a cover letter and resume to Cheryl Sleboda, CFO/Business Manager, at cheryl_sleboda@indianmountain.org. No phone calls, please.
- Ability to maintain a high degree of confidentiality
- PSL Certification, First Aid and CPR Certified

To contact the school with questions or apply, please send an email or a cover letter and resume with 3 references to Cheryl Sleboda; cheryl_sleboda@indianmountain.org.