

Job Description

Summer Programs Director

Tasks and duties include:

➤ Coordination of Directors and Administration of Summer Camps

- Maintains an overview of all summer programs
- Assists camp directors in their efforts to ensure that each component of summer programs aligns with School's mission and goals
- With the directors of each summer program, develops policies and organizational frameworks
- Coordinates with the directors of each summer program as well as the Director of Financial Operations and the Head of School to address hiring needs, pay scales, and safety protocols
- Collaborates with summer camp directors to enhance, improve, and/or expand programs
- Represents Summer Programs at both in-school and out-of-school functions and directs program-specific inquiries to the appropriate director.

➤ Administration and Management of Staff for All Summer Camps

- Assists program directors in the creation of job descriptions and responsibilities for teachers, staff, assistants, coaches, and volunteers involved with summer programs
- Oversees efforts to recruit and retain current faculty and staff to teach courses or run programs during the summer
- Identifies open teaching positions and, with each camp director, recruits and screens candidates and makes hiring recommendations to division directors and the school head

➤ Payroll functions

- Coordinates with the Director of Finances and the Head of School to establish stipend and per-hour amounts for employees
- Coordinates with members of the business office to ensure that all employees are paid properly
- Through coordination with the business office, investigates and resolves any payroll problems

- Ensures that all necessary and required employment forms, including background checks, are completed and on file with the business office before the beginning of the summer
- Assists the camp directors in the development of contracts and time sheets for summer employees
- **Marketing of Summer Programs**
 - Coordinates with the Director of Communications to produce a marketing plan, including the development of advertising materials and publications for summer programs
 - Through partnership with the directors of each camp as well as the Director of Admissions, develops a Summer Programs Open House (example: prospective students for summer programs or our school year programs can shadow an enrolled student for one day at no charge)
 - Represents School's summer programs at community events as well as at area schools to recruit prospective students
- **Summer Program Creation**
 - Develops innovative programs that take advantage of community, regional, and/or cultural opportunities, resources, and institutions (with an emphasis on experiential education)
 - Collaborates with faculty and staff as well as community partners to develop independent research, internship, and professional shadowing opportunities
 - Coordinates with program directors to develop program budgets and pricing structures
 - Collaborates with program directors and the development director to ensure that all program-specific marketing plans complement the overall vision of summer programs
- **Summer Program Implementation**
 - Communicates programming ideas with department chairs as well as School Directors, the Head of School, and other members of the Senior Administrative Group
 - Administers and maintains all database functions, including online enrollment
 - Identifies and resolves day-to-day program issues
 - Prepares and publishes daily e-bulletins about summer programs. This bulletin will include pictures, statements about activities and events, schedules, and plans

- Receives, investigates, and resolves all parent, student, and employee concerns
- Oversees safety protocols and liability issues (through coordinated efforts with the director of maintenance, the Head of School, the School Directors, and the school nurse)
- Oversees student pick-up and drop-off protocols
- Collaborates with program directors to develop, refine, and oversee before- and after-school child care program
- Establishes and develops relationships with administrators at off site facilities for use with summer programs
- Spearheads the completion and resolution of accident/incident reports and reports to the Head of School or, in his absence, another member of the Senior Administrative Group

➤ **Summer Programs Evaluation**

- At the end of each session, works with directors of all camps, teachers, assistants, interns, and other employees (both paid and unpaid) to evaluate the effectiveness of each program through surveys and other forms of feedback
- At the end of each session, develops and administers surveys to summer program enrollees and their parents to evaluate the effectiveness of each program
- Develops an end-of-summer financial analysis of programs (with members of the business office)
- Composes and presents an annual report, consisting of financial analysis of programs, student and parent survey results, SWOT analysis, and suggestions for changes to future programs