

Director of Summer Programs

General Description:

The Director of Summer Programs develops, implements, and oversees non-tuition, revenue generating programs utilizing the physical and human resources of School in support of the school's mission. The Director will oversee all summer camps and manage the rental program to all summer program clients.

Responsibilities of the Director of Summer Programs include:

- Develop and oversee sustainable, revenue-generating summer programs on School's campus
- Hire and supervise personnel who directly manage summer camps and programs
- Assure consistency and integrity in the financial operations of each program
- Oversee program development and implementation based on program quality and profitability
- Assess the impact of each program, both financially and strategically, on the mission of School and its position in the marketplace
- Develop and implement a comprehensive marketing strategy for all programs
- Design and lead recruitment strategies in coordination with the Director of Enrollment Management that maximize enrollment in all programs
- Design and implement a structured financial aid process for summer program
- Identify and coordinate rental opportunities for school facilities and grounds
- Annually seek and analyze input from campers, families, staff and rental clients regarding the quality of their program experience
- Maintain a commitment to diversity (cultural, racial, and socio-economic) with the student, camper and staff population
- Set standards, expectations and tone within the summer community for all staff and students/campers
- Collaborate with school leadership and other administrators and educators to ensure the school's mission and educational philosophy inform decisions regarding summer camps and programs
- Explore opportunities for leveraging the intellectual capital of the school
- Seek to identify partnerships that may enhance the summer program potential
- Seek to identify opportunities for School to offer services to the local community