



ALL SAINTS EPISCOPAL SCHOOL

DIRECTOR OF AUXILIARY PROGRAMS

Location: Beaumont, TX

Post Date: June 2024

Reports To: Head of School

Compensation: Competitive salary and benefits package

THE OPPORTUNITY

All Saints Episcopal School School is currently hiring for a Director of Auxiliary Programs, a leadership position that provides oversight of a growing range of summer and after-school programs, as well as facility rentals and vacation programs. This role represents a unique opportunity for an experienced program leader to leverage the unique assets of All Saints and build upon the recent development and expansion of Summer 360, Enrichment 360, and Club All Saints. The Director of Auxiliary Programs will report to the Head of School and work collaboratively with the school's leadership team. It will be the responsibility of the next Director to build upon the high quality of existing programs while seeking new opportunities for growth and expansion.



ALL SAINTS EPISCOPAL SCHOOL PROFILE

Since 1954, All Saints Episcopal School has provided students with a comprehensive approach to learning, integrating scientific, philosophical, technological and artistic expression with a sincere commitment to spiritual and ethical principles. All Saints is a private, independent, co-educational campus, open to qualified students of any race, color, gender, religious affiliation and national or ethnic origin. The school serves students ranging from grades PK3-8 with a current enrollment of 393 students.

Offering an abundance of opportunities for experiential learning, students arrive each day knowing their knowledge will be enriched, their bodies challenged, and their souls nurtured. All Saints offers a beautiful educational setting in Beaumont, Texas. The 11 acre campus boasts state of the art facilities including an air conditioned gymnasium, playing fields, tennis courts, playgrounds, science labs, a makerspace, and much more.

MISSION AND STRATEGIC VISION

All Saints Episcopal School is a community of excellence, based on Christian values, preparing students to serve and transform the world. The school's Core Values include: Community, Character, Excellence, Service, and Spirituality.

All Saints recently completed a strategic planning process that defines the following strategic goals:

- **People:** By 2029, All Saints Episcopal School is a leading faith-based model of belonging, diversity, wellness, and intercultural fluency.
- **Program:** By 2029, All Saints Episcopal School is a premier innovator in equipping future-ready generations to navigate and positively impact a complex world.
- **Potential:** By 2029, All Saints Episcopal School is positioned to expand the potential of its mission and increase its societal impact.



History: Founded in 1954, 70th anniversary celebration this fall

Location: 11 acre campus in Beaumont, TX

Students: 395 students in PK3 - Grade 8

Faculty and Staff: 56 full time faculty and staff members

Website: www.allsaints-beaumont.org

"All Saints Episcopal School holds as its foundation the beliefs and traditions that truly embody the Episcopal identity. We fully embrace this identity as defined by the National Association of Episcopal Schools (NAES)."

ALL SAINTS AUXILIARY PROGRAMS

Summer 360 - Summer Programs

Specialty Camps

At the beginning of each summer, All Saints offers a variety of camp options that pique campers' specific interests. Each camper gets the opportunity to dive into enriching experiences. There are Specialty Camps for campers entering PK3 - 9th grade.



Signature Camps

For 9 weeks each summer, All Saints Signature Camps deliver a premium summer camp experience. A varied schedule ensures that every camper stays engaged, moving and making memories. Signature Camps are available for campers entering PK3 - 5th grade.



Launch Camps

Launch Camps are meant to launch campers into the school year prepared to learn and have fun. These camps are grade level specific and also include the Leadership Institute.



School Year Programs

Club All Saints

Club All Saints is the school's extended day program. Every student gets a snack, inside play, and outside play. PK3 and 4 get a rest/nap time before K-8 arrives at Club. K-8 can also receive homework assistance if they choose to work on it at Club.

Enrichment 360

All Saints also offers after school enrichment courses for students. Enrichment courses meet once a week each semester. Sample enrichment offerings include Food and Fun, E-Sports, American Viking Warrior, Advanced Drawing, and Small Saints Cheer.

Thanksgiving and Christmas 360

During school vacation for the Thanksgiving and Christmas holidays, All Saints offers programming for PK3-5th grade students.

Occasional Day Camps

During school holidays and/or teacher in-service days All Saints offers a day camp for working parents.

AUXILIARY PROGRAMS STAFF

In addition to the Director of Auxiliary Programs, the year round team includes one full time Program Coordinator and one part time Program Coordinator. The Director also works in conjunction with additional school staff to develop and deliver programs.



DIRECTOR OF AUXILIARY PROGRAMS

Reporting to the Head of School, the Director of Auxiliary Programs is responsible for strategic planning, operations, market development, program design, promotion, budgeting, monitoring, and evaluation of All Saints Episcopal School current and future auxiliary programs including summer camps, after school and enrichment programs, the rental of school facilities, and sales of school merchandise.

Essential Functions and Key Objectives

Strategic Program Development

Build vibrant programs that achieve annual and long-term net revenue growth targets, support the school's mission and program, and build All Saints Episcopal School's market exposure.

- Collaborate with school leadership, administration, and faculty to ensure all auxiliary programs align with and support All Saints mission and philosophy
- Design, enhance, and expand program offerings that align with long-term strategic auxiliary programs vision and financial objectives
- Continually explore innovative opportunities for leveraging the intellectual and physical assets of the school
- Continually explore innovative opportunities for supporting school admissions and building the school's exposure in the independent school market
- Annually seek and analyze input from participants and staff regarding the quality of their program experience
- Seek to identify partnerships that may enhance auxiliary program potential

Program Management

Ensure that program participants have a safe and positive experience such that they return and/or recommend our programs to others.

- Oversee and manage all auxiliary programs
- Provide an appropriately safe, caring, and enriching environment for all auxiliary program participants
- Establish routines, provide positive guidance, and enforce policies and procedures, including disciplinary policies, in accordance with All Saints stated values
- Provide ongoing training, supervision, support, and professional development of all faculty and staff of auxiliary programs
- Develop and oversee all safety and health protocols in coordination with school risk management plan
- Oversee all aspects of campus rentals by creating policies, protocols and procedures for facilities usage and pricing for all events and programs on All Saints campus beyond the regular school day

Financial Management

Ensure that the Auxiliary Programs' financial performance meets or exceeds budgeted expectations.

- Prepare an annual budget covering all aspects of program revenues and expenses to ensure profitability
- Monitor revenues and expenses on a monthly basis, and in accordance with budgetary restrictions, for bottom line performance across all programs
- Provide the Business Office with all the information necessary to complete the financials in an accurate and timely manner
- Work with individual program directors to ensure profitability of their programs
- Establish appropriate compensation for all auxiliary program employees in coordination with the Business Manager

Marketing, Communication, and Recruitment

Effectively promote the programs so as to achieve the enrollment and revenue targets.

- In coordination with the Director of Online Marketing, develop and implement a comprehensive marketing strategy for all auxiliary programs that aligns with the school's strategic branding initiatives
- Ensure that all auxiliary programs have an effective and accurate internet presence including website, social media, and digital marketing that align with the school's branding
- Plan and coordinate the publishing and advertising of program catalogues, brochures, and schedules
- Manage all public relations and marketing initiatives including open houses, mailers, brochures, camp fairs, and ad placement to promote and communicate the programs to prospective and enrolled participants
- Write and distribute regular communications among auxiliary program constituencies that effectively provide updated information and a sense of community
- Serve as primary recruiter to all programs and manage the activities of others charged with recruitment
- Work closely with the Admissions Office to identify and follow-up with participants who have strong potential to convert to All Saints Episcopal School student prospects
- As appropriate, accompany Admissions Office staff to regional marketing events and receptions

Administration and Operations

Ensure that the administration of the programs is efficient and effective.

- Oversee registration for all auxiliary programs
- Ensure the auxiliary programs database is accurate and comprehensive
- Prepare reports for, and communicate with, All Saints leadership to ensure awareness of auxiliary program performance
- Execute and oversee all contracts related to programs
- Ensure that all auxiliary programs are in compliance with all applicable regulations of licensing and governing entities

Human Resources

Hire and manage to build a stable, effective, customer-focused team.

- In collaboration with the Business Office and program directors:
 - Recruit, hire, and train All Saints auxiliary program employees
 - Ensure that all necessary and required employment forms, including background checks, are completed and on file
 - Coordinate and communicate payroll to the business office as needed
- Coordinate and conduct annual performance evaluations of all auxiliary programs personnel

Other Duties

- Participate in special assignments and projects as needed to improve school operations (i.e. buildings and grounds, safety, accreditation, committees, etc.)
- Perform other duties as assigned by the Head of School

DESIRED QUALIFICATIONS

Successful candidates will have the energy and ambition to manage and develop All Saints School's 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
- Bachelor's degree
- 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
- 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 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
- A sense of humor



NOTICE OF NON-DISCRIMINATION POLICY

Applicants will be considered without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition or handicap that is not job related, or any other legally protected status.

TO APPLY

SPARC, the Summer Programs and Auxiliary Revenue Collaborative, is acting on behalf of the school to recruit candidates for this position. Candidates should apply online at:

Director of Auxiliary Programs Application

Your online application will require the following:

- Cover letter addressed to: All Saints Episcopal School
- Resume or CV
- List of 4 professional references with contact information

Thank you for your interest in this role. You will be contacted upon receipt of your submission. If you have any questions, please contact SPARC at: **info@sparcnational.com**.



SUMMER PROGRAMS
AND AUXILIARY REVENUE
COLLABORATIVE