



**Title:** Director of Auxiliary Programs

**Department:** Summer Programs

**Reports To:** Assistant Head of School / Director of Admission

**Classification:** Part-time transitioning to full-time, Exempt

**Description:** The Director of Auxiliary Programs provides comprehensive leadership for all summer and break activities involving students. This includes program development, support of staff, communication with parents, and oversight of programs.

**Primary Responsibilities:**

- Develop, maintain, and lead summer and school break programs in accordance with the mission of The Bement School
- Develop promotional materials with Admission and Communications Offices
- Recruit, train, supervise, and evaluate staff in the development and implementation of activities
- Attend recruiting fairs and promotional events
- Oversee summer and break programs, activities, and related services which may include dining, housing, and health services
- Play an active leadership role in communicating with parents in terms of policies, rules, and expectations, behavioral guidelines, and other necessary information pertinent to summer and break programs. Responsible for all summer and break program parent communication (written, printed, and online)
- Supervise staff in maintaining discipline consistent with Bement's policies, monitor adherence to established school policies, and maintain accurate records of behavior problems
- Oversee the ordering of program supplies
- Establish programs for orientation of program staff
- Conduct regular meetings with program staff
- Work collaboratively with the Director of Finance and Operations and Head of School to formulate and monitor the operating budget for summer programs
- Facilitate a resolution of all problems - both routine and unique - as they arise, keeping the Head of School apprised of the general programs, activities, and concerns
- Coordinate contracts, payroll, payments, and deposits with the Business Office
- Oversee compliance and summer program use of the Mary Hawks House pool in collaboration with the Director of Building and Grounds, including ensuring proper lifeguard staffing for all Bement events
- Work with Administration and the Director of Building and Grounds to coordinate facility usage and to ensure spaces are safe and well maintained

**Position Requirements:**

**Experience Required by the State of Massachusetts (105 Mass. Reg. 430.102)**

- Successfully completed a course in camping administration such as those offered by national professional camping associations, national agencies or their equivalent, or
- At least two seasons previous experience as part of an administrative staff of a recreational camp for children
- Successfully complete or possess certification as a Certified Pool Operator



### **Skills & Knowledge**

- Experience working with students of all ages in a variety of outdoor settings
- An understanding of the developmental needs of elementary students
- An understanding of student visas and health insurance
- Proven management and leadership capabilities with the vision, decisiveness, and organizational and interpersonal skills
- A willingness to follow the school's policies and procedures
- Proficient at using computers including the Google suite and the internet
- Excellent written and verbal communication skills with demonstrated attention to detail
- Experience and judgment to plan and accomplish goals
- Strong organizational skills for multi-tasking, prioritizing responsibilities, and problem-solving
- Must be able to work independently on multiple projects simultaneously and work well under limited time constraints

### **Additional Requirements:**

- Successfully complete a criminal background check
- Valid driver's license
- At least 21 years of age is required per Massachusetts state regulations
- Strong interpersonal skills with ability to develop and maintain collegial relationships
- Demonstrated commitment to diversity and inclusivity and to serving the needs of a diverse and inclusive community with diplomacy and tact
- Positive attitude and presentation with a proven ability to maintain confidentiality
- Regular and consistent attendance and punctuality is required and a condition of employment
- All faculty and staff are required to occasionally perform different duties during special events

### **Work Environment and Physical Requirements**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are performed in a residential school setting utilizing multiple parts of the campus. The ability to use a computer is required. The environment may be stressful and hectic at times with frequent interruptions, multiple distractions, and changing priorities. Work involves long periods of standing. Must be able to hear and speak clearly to communicate with children, parents, and colleagues. Must have the ability to reason and make judgements.

*The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.*