



Director of Auxiliary Programming and Summer Camp

(Full-time, 12 months)

About Brookwood

Brookwood is a PreK-8 independent school of 300 students located on a beautiful 30-acre wooded campus in Manchester, MA on the coast of the North Shore of Boston. At Brookwood, kids come first—not the test, not trophies, not to-do lists. We know how kids learn best. Every day, we use our expertise to challenge kids intellectually and ensure they feel valued so that they can grow into their best selves. Our program focuses on fostering a joyful community of lifelong learners and upstanding global citizens who embrace a culture of curiosity, kindness, and academic accomplishment. Brookwood also offers a playful, collaborative work environment for 85 faculty and staff who go the extra mile to do what is best for kids.

Job Summary

The Director of Auxiliary and Summer Programs is responsible for creating, supervising, and marketing innovative and revenue generating programming that runs outside normal school hours in collaboration with the Assistant Director of Auxiliary Programs. The goals of auxiliary and summer programming are to support the Brookwood School mission, enhance its brand, provide enriching and educationally sound experiences for students, and respond to the needs of parents. The ideal candidate is able to establish and maintain systems to manage the variety of moving parts of an auxiliary program outside of the academic day to keep students thriving, engaged, and safe. The After School program includes students in Early Childhood (3 & 4 year olds) through Grade 8 and runs from 3:00-5:30 pm daily. The program serves anywhere from 40-100 students daily. Summer programming includes six week-long sessions starting mid-June through July and includes traditional day camp and specialty camps. Summer programming serves rising Early Childhood through rising 9th grade students, serving approximately 60-100 children from Brookwood and nearby communities.

Specific Duties

After School and Summer Programming:

- Supervise afterschool and summer programs and actively take lead in the curriculum planning of the program



- Identify student interests and hire exceptional teachers to run after school enrichment classes and summer programs
- Hire, supervise, and evaluate appropriate staff and teachers to run programming (including front desk coverage)
- Supervise, partner with, and mentor the Assistant Director of Auxiliary Programs
- Act as the Responder-in-Charge (RIC) after 4pm each day of the school year and during all summer programs to coordinate any response to emergencies
- Create and maintain all records necessary to run the programs including summer camp licensure and hiring paperwork for part-time and hourly employees
- Ensure the appropriate steps are taken to maintain the safety and health of the students participating in the programs
- Communicate effectively with the parents of the students who attend the program, understanding the value of often being the employee these parents interact with the most
- Work with the Director of Finance and Operations to develop a budget and to ensure the profitability of the programs
- Work closely with other key administrators in evaluating the alignment of the programs with Brookwood's mission
- Coordinate dates and spaces for programs with administrators and faculty
- As a member of the Leadership Team, work closely with teachers and division heads to understand the needs and interests of each student, understanding that aftercare is a large portion of the Brookwood experience for many of the children that attend the after school program
- Other duties as required and assigned

Early Birds Program:

- Coordinate Early Birds Program (Before School programming) to ensure alignment with creating a welcoming and interesting program and space for students who need to arrive early to school (7:30-8:00 am)

Vacation and Early Dismissal Programming:

- Create half and full-day, camp-like programming for students in grades EC through 8th grade for Early Dismissals (2x per year) and possibly for one week of December and / or March break

Music Lessons and Tutoring:



- Coordinate individual music lessons including timing, room assignments, and knowing student location at all times
- Partner with Learning Skills (supportive education) specialists to track location of students during before and after school hours that are having skills sessions

Qualifications:

- Bachelor's degree and 3-5 years of experience working in comparable programs
- Experience working with elementary and/or middle school students
- Proven ability to supervise and mentor the part time aftercare teachers and summer camp counselors who are working with the students
- Self-starter with the ability to work independently
- Exceptional time management, organizational, and communication skills
- Strong problem-solving skills taking multiple factors into consideration
- Creative and flexible--ability to shift gears quickly and often
- Sense of humor and love for fun
- Ability to work with parents regarding scheduling, student support, and behavioral management when necessary
- Marketing, budgeting, and revenue generation knowledge

To Apply

Interested candidates should email a cover letter and résumé to Alli Moore, Executive Assistant to the Head of School, amoore@brookwood.edu

We strongly encourage applications from people of color, LGBTQ+ educators, or educators from communities that are historically underrepresented in independent schools. We are committed to an inclusive school experience for all those who come to work at Brookwood.