



## **Job Title: Director of Auxiliary and Summer Programs**

(full-time, 12-month position)

### **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 that supports the Brookwood School mission, enhances its brand, provides enriching and educationally sound experiences for students, and responds to the needs of parents. The Director also maintains in-depth knowledge of students' schedules and needs outside of the academic day to keep students safe, engaged, and thriving. The After School program includes the EC & K After School (ages 3-5), REACH program (Recreation, Enrichment, and Art for Children) for grades 1-4, and TEAM (Teambuilding, Effective problem solving, Art, & Mindfulness) for grades 5-8 and after school enrichment classes--collectively serving anywhere from 40-100 students daily.

The Director of Auxiliary and Summer Programs will create, design, and implement new summer programming that had been reduced due to COVID.

### **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.
- 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.
- 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.
- Work closely with teachers 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.

#### Early Birds Program:

- Partner with the Early Birds Program Coordinator to ensure alignment with creating a welcoming and interesting program and space for students who need to arrive early to school.

#### March 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 for one week of March break.

#### Music Lessons/Tutoring:

- Coordinate with the Individual Music Lesson Coordinator and the Skills (supportive education) staff regarding student lessons and tutorials, including timing, room assignments, and knowing student location at all times.

#### Qualifications:

- Bachelor's degree and 3-5 years of experience working in comparable programs
- Experience working with elementary and/or middle school students
- Ability to mentor the part time aftercare teachers who are working with the students--ability to organize and supervise
- Self-starter with the ability to work independently
- Exceptional time management, organizational, and communication skills
- 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
- Budgeting and revenue generation knowledge

**To Apply**

Interested candidates should email a cover letter and résumé to Alicia Drury, receptionist, at [adrury@brookwood.edu](mailto:adrury@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.