



Title: Director of Auxiliary Programs

Date: March 2019

About Brookwood

Brookwood is a PreK-8 independent school of 350 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 building 21st century skills and graduating students of conscience, character, compassion, and cultural competence. Brookwood also offers a playful, collaborative work environment for 90 faculty and staff who go the extra mile to do what is best for kids.

Brookwood School is seeking a full-time Director of Auxiliary Programs.

Job Summary

The Director of Auxiliary Programs is responsible for creating, marketing and supervising innovative programs running outside the academic school day including before and after school, summer and vacations that support the Brookwood School mission, enhance its brand, generate revenue, provide enriching and educationally sound experiences for students, and respond to the needs of parents. The After School program includes the PreK-K After School Program, REACH program (Recreation, Enrichment, and Art for Children) for grades 1-3, Homework Club for grades 4-8 and after school enrichment classes. The summer program includes athletic camps, arts camps, STEM camps, and extra-curricular camps. Facility rentals focus mainly on the athletic fields and gymnasiums.

While the new Director will be stepping into established programs running on campus, Brookwood is seeking someone who can help the school think creatively and strategically about how to align our before-school, after-school, and summer programs with the innovative curriculum in place at the school.

This is a full-time, 12-month position from August 15 – August 14. During the school year, the Director will generally be expected to work from 10:00 a.m. – 6:30 p.m., and actively manage the After School program from 2:30 – 6:00 p.m. During the summer, the Director's hours will generally correspond to those of the Summer Program.

The Director of Auxiliary Programs reports to the Director of Finance and Operations.

Specific Duties

After School Program

1. Supervise the After School programs and actively participate in the curriculum planning for the program.
2. Create after school enrichment classes that target the interests of students.
3. Create vacation day programming during winter break, spring break, parent-teacher conference days, and faculty professional development days.
4. Hire, supervise and evaluate appropriate staff and teachers to run the programs.

5. Act as the Responder-in-Charge (RIC) after 4 p.m. each day to coordinate any response emergencies.
6. Market the after school programs in conjunction with the Communications department to the Brookwood School community.
7. Create and maintain all records necessary to run the program.
8. Ensure that appropriate steps are taken to maintain the safety and health of students participating in the program.
9. Communicate effectively with the parents of the After-School program students.
10. Work with the Director of Finance and Operations to develop a budget and to ensure the profitability of the program. Prepare monthly billing reports for the business office.
11. Work closely with other key administrators in scheduling and evaluating appropriateness of programs for Brookwood. Coordinate with the Individual Music Lesson Coordinator and Skills staff regarding student needs during after school.

Summer Program

1. Create summer camp program including athletic, artistic, STEM and extra-curricular programs that reflect the spirit of Brookwood.
2. Hire, supervise and evaluate appropriate staff and teachers to run the programs.
3. Market the camp in conjunction with the Communications department to the Brookwood School community and the North Shore community through various marketing materials and functions such as brochures, advertisements, the Brookwood web site and fairs.
4. Create and maintain all records necessary to run the program including processing enrollments.
5. Create and monitor all safety and health programs for the summer camp including hiring the appropriate nursing staff. Make sure all necessary health records are maintained and delivered to the appropriate state agencies.
6. Comply with all state licensure requirements and work with town Department of Health to obtain camp license.
7. Communicate effectively with the parents of the summer program campers.
8. This is a 12-month position and on-site supervision and management of the daily activities of the summer camp is required.
9. Work with the Director of Finance and Operations to develop a budget and to ensure the profitability of the program. Prepare appropriate reports showing results of the program.
10. Work closely with other key administrators in scheduling and evaluating appropriateness of programs for Brookwood.

Facility Rentals

1. Identify opportunities to bring age appropriate outside organizations on to campus through the rental of the facilities. Preference is given to groups that meet the enrollment needs of the school.
2. Complete rental agreements with organizations.
3. Focus on the rental opportunities of the athletic fields and, to a lesser extent, the Cutler Gymnasium. Some rentals may include other areas of the building and will be determined on a case by case basis.
4. Collaborate with Facilities, Athletic Director and the Business Office in arranging rentals.

Other Responsibilities

1. Member of Response team.
2. Sit on administrative calendar and scheduling committees.
3. Develop new programs that can generate additional revenues not currently being considered.
4. Work with the Director of Admissions to identify and recruit qualified students for the school.
5. Perform other duties as assigned by the Director of Finance and Operations.

Qualifications

1. Bachelor's degree and 3-5 years experience working in comparable programs.
2. Experience working with elementary and/or middle school students.
3. Self-starter with ability to work independently who is eager to take the program to the next level.
4. Experience creating and marketing auxiliary programs.
5. Ability to direct many projects at one time.
6. Sense of humor.

Interested candidates should submit cover letter and resume to sgreisdorf@brookwood.edu.

This position is open until filled. Brookwood School is an equal opportunity employer.