



Director of Auxiliary Programs and Summer Camp

Co-op School seeks a Director of Auxiliary Programs and Summer Camp. The Director will be responsible for developing and leading all aspects of After School program and summer programs, including staff hiring and supervision, contracting vendors, scheduling, programming, marketing and communications and facilities planning. They will serve on the leadership team and report to:

The Director will oversee:

- A relaunched After School to be relaunched in September 2021. A program that provides aftercare for all students from 3:00-6:00 Monday through Friday. The program includes care and engaging and enriching programs for families to choose from.
- A relaunched Summer Camp in 2022, historically, serving 150 children each summer

Responsibilities include but are not limited to:

Program

- Develop, plan, coordinate, oversee, implement and evaluate all aspects of a successful and high quality Summer Camp and After School program
- Develop and implement recruitment plans to meet budget goals
- Manage all marketing and promotional activities, including attendance at internal and external promotional events (some taking place on weekends)
- Develop relationships and maintain ongoing communication with parents and families
- Coordinate and manage trips for Summer Camp
- Actively pursue diversity of staff and families in Auxiliary Programs

Staff Supervision

- Work in conjunction with Summer Camp and Auxiliary Programs Staff to oversee personnel and programming decisions
- Hire, supervise, and evaluate Auxiliary programs staff and vendors on an ongoing basis
- Oversee all staff development and training

Regulatory

- Responsible for Department of Health licensing and adhering to all mandatory standards and requirements
- Coordinate with nurse, Preschool division head, and Maintenance staff to ensure compliance with all health regulations

A successful candidate will possess:

Qualifications:

- Bachelor's degree required, graduate degree preferred
- Must be certified in CPR/PRO and RTE
- Have at least 3- 5 years of camp experience and teaching experience
- Experience working with children 2-13
- Experience with implementation of regulations and standards for camps as set by the American Camp Association and the NYC Department of Health and Mental Hygiene.

Skills

- Ability to create a safe and inclusive environment for families and staff
- Experience hiring and managing a diverse staff team
- Experience in teaching and implementing conflict resolution
- Strong critical thinking, problem solving ability and flexibility
- Experience creating and following a budget
- Proficient in google docs
- Must have strong written and verbal communication skills
- An entrepreneurial spirit, with a drive to develop new programs and new solutions to meet community needs and balance budget goal
- Commitment to and interest in a progressive educational environment

Start Date July 1st, 2021

Salary: Commensurate with experience

This job operates on a 12 month calendar, with a flexible schedule available. Evening and weekend hours are often needed/required

The Co-op School is an equal opportunity employer. We are committed to diversity and to providing an inclusive environment for all employees. We prohibit discrimination against any employee or applicant for employment on the basis of race, creed, color, citizenship, national origin or ancestry, religion or religious practices, sex, age, marital status, sexual orientation, gender identity and/or expression, past or present military service, physical or mental disability genetic predisposition or any other basis prohibited by federal, state, or local laws. Our policy extends to all employment practices including but not limited to, hiring, transfer, promotion, training, compensation, benefits, lay-offs, and termination.

TO APPLY

Interested and qualified candidates should submit (preferably in separate PDFs) the following materials:

- A cover letter expressing interest in this particular position
- A current and comprehensive résumé
- Writing samples: 2 pieces geared towards different constituencies
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission)
- All materials should be sent electronically to Evelyn Espinoza, Director of Human Resources at evelyn@thecoopschool.org. The cover letter should be addressed to Deanna Bocchetti.