



Title: **Summer Programs Director**

Last Updated: August 2022

Reports To: Chief Financial & Operating Officer
Status: Full-Time Permanent
Exempt-Staff Salaried

Schedule: Calendar Year; Monday through Friday during the school year; base 40 hours, additional hours as needed
Actual hours will be assigned per the needs of the department
Will be required to be a presence on campus to oversee all summer programs, mid-June to mid-August
Other weekend and special event coverage as necessary

Benefits: Full benefit Eligibility
Tuition Remission Eligibility-No

Summary Description: The Summer Program Director is responsible for the strategic planning, administration, management, and supervision of summer programs, to include budgeting, scheduling, execution and evaluation. This is a dynamic entrepreneurial role that will need to start and grow a day summer program that does not currently exist. The Director, with Human Resources, will organize all activities associated with the hiring of summer program employees. The Director will need to be a true leader and promoter of this program.

Essential Functions

Program Management/Administration

- Design and formulate a Williston sponsored, internally managed day summer program that does not currently exist
- Create, market and oversee the entire summer program operation
- The Summer Program Director serves as the true leader fulfilling roles of principal, personnel manager, dean of students, communications and marketing manager of the summer programs effort
- Oversee both the day-to-day activities of the internally managed program and provide support and service to the needs of outside groups using the school's facilities during the summer
- Communicate facility use schedules and calendars to appropriate individuals across the community
- Tour Summer Camp/Program Directors interested in partnering with the school for housing their summer programs; conduct all preliminary meetings with program directors as well as pursue any follow-up meetings
- Build sound relationships with all Summer Program Directors utilizing the school's facilities and resources
- Consult with Chief Financial & Operating Officer (CFOO) about the program's strategic plans, budget and revenue expectations
- Solve problems, issues, and address all concerns regarding summer programs when presented
- Participate in any school affiliated programs that focus on alternative use of school facilities, i.e., NBOA, SPARC
- Ensure that summer program activity objectives are consistent with organizational goals and mission of the school
- Keep abreast of changing trends in the summer rental marketplace

Marketing

- Coordinate with Communications Department to promote summer programs on the school's website
- Coordinate all summer program promotional mailings
- Coordinate with local news organizations to promote camps in their special seasonal inserts
- Actively research summer programs to market the facilities of the school
- Coordinate with other online marketing vehicles for promotion of camps

Financial Management

- Work with the Business Office to write all contracts for engagement, including those required for outside sources renting any school or athletic facility or field of play
- Responsible for maximizing the profitability of the programs, balancing with opportunities that will market the school and the campus
- Provide reports demonstrating the sales, costs and profitability of the summer programs
- Work with the Director of Business Services and the CFOO to develop budget and ensure profitability of summer program
- Member of the “Post Tax Exempt Bond Issue Compliance” Team
- Prepare comprehensive reports to evaluate programs

Human Resources

- Work with Human Resources, to ensure the completion of all legally required paperwork for summer program staff
- Oversee the recruiting, training, scheduling, supervision and evaluation of summer program staff
- Conduct orientation for all summer program hires

Operational Responsibilities

- Coordinate all mealtimes for summer programs with the Director of Dining Services
- Work closely with Campus Security to ensure that they are aware of spaces/facilities that are being occupied by any and all programs that are running at any given time
- Serve as primary liaison with all groups renting the school’s facilities
- Serve as point of contact for all campus facility rentals, primarily in the summer but also athletic facilities during the school year
- Field phone calls, follow up on all requests and inquiries
- Monitor permits, and licenses, deposits and payments for facility use
- Work with the City of Easthampton’s Health Department to ensure all facility requirements are met
- Make certain that all summer programs are licensed and follow all safety and health guidelines
- Coordinate the use of classroom space when required by summer programs
- Oversee and coordinate the use of dormitory spaces and residential halls for shared use by summer programs
- Coordinate rental of all athletic facilities with the Athletic Department when necessary
- Meet with dining staff, and physical plant personnel (housekeeping, grounds, maintenance) to assist with foster relationships within the school community during the summer months
- Establish and maintain effective communication channels and resolve conflicts in day summer programs
- Ensure that all equipment and supplies to be used by summer programs is in proper working order in advance of their use and is left in similar good working condition at the end of the summer
- Ensure that all summer programs begin and end at the designated times
- Ensure that all summer participants are supervised at all times by their counselors and directors
- Arrange for building supervision for facility use and provide ongoing assistance to groups as needed
- Regularly check on summer program operations by walking through campus weekdays, evenings and occasionally on weekends to ensure proper care and use

Additional Responsibilities:

- Required to wear proper attire, consistent with school’s dress code at all times and to maintain positive attitude and appearance in accordance with department/school standards
- Must maintain high level of personal hygiene and cleanliness at all times
- All school employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment
- All school employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document
- Other duties as assigned by the CFOO

Qualifications:

- Bachelor's degree
- Minimum of 3-5 years applicable experience, preferably in a non-profit or educational setting
- Strong ability to use discretion and maintain confidential information
- Excellent communication skills and effective organizational aptitude
- Demonstrated appreciation of diversity in all interactions and job functions
- Ability to prepare concise and grammatically correct written communication
- Must have excellent verbal and written communication skills and be highly organized
- Must be able to work intuitively and independently on multiple projects simultaneously and work well under limited time constraints
- Demonstrated interpersonal and communication skills required to successfully interact with diverse staff, faculty, students and other constituents of the school
- Solid working knowledge of Microsoft Office Products, including Word, Excel, Internet, knowledge of Blackbaud a plus
- Must possess excellent computer abilities and skills, with keyboard speed and accuracy
- Commitment to the culture, tradition and philosophy of the educational mission of a residential secondary school
- Must have the ability to work in a school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information and Fingerprint based criminal background check
- Must participate in annual harassment awareness training as a condition of employment
- Positive appearance, attitude and presentation with a strict sense of confidentiality
- Must possess a Smartphone (less than 3 years old) as part of the school's emergency plan
- Possess a valid driver's license and have a clean driving record
- All employees are required to participate in annual harassment awareness training as a condition of employment
- Having a cell phone is an expectation of employment at Williston, not only for communication purposes, but also for the school's emergency protocols
- Regular and consistent attendance and punctuality is required as a condition of employment

Physical Qualifications:

The person in this position:

- Will regularly communicate with other staff, vendors, visitors in person, via phone, email, etc. and must be able to convey accurate information
- Can remain in a stationary position for extended periods of time, i.e., standing/sitting
- May need to bend, lift (up to 30 lbs.), push, kneel, crouch, crawl, stoop
- Will use hands and fingers for manipulation of equipment or tools
- Will use specific vision abilities required include close vision, distance vision, color vision and depth perception
- Has the ability to climb stairs, step stools, ladders, etc.
- Will have the ability to handle equipment
- Has the ability to carry materials and equipment such as trash containers, vacuum cleaners, mop buckets, etc.
- Ability to perform physical labor such as moving furniture, equipment, lifting, and carrying items of weight

Working Environment:

- The work environment is usually moderately quiet; however, variations in noise level may occur when employee attends school functions such as assemblies and other events
- The environment may be stressful and hectic at times with frequent interruptions, multiple distractions, and changing priorities
- This position is primarily an administrative position performing duties in a typical office setting and thus is exposed to minimal adverse working conditions

Limitations and Disclaimer

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.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.