

ROWLAND HALL • ST. MARK'S SCHOOL POSITION DESCRIPTION

MISSION: Rowland Hall · St. Mark's mission is to develop students who will lead productive and ethical lives. The school offers a college preparatory program that combines the pursuit of academic excellence with the development of moral character.

TITLE: Summer Works Program Director

REPORTS TO: Beginning School Principal

PREFERRED QUALIFICATIONS:

- Bachelors degree, or higher education
- Prior work or teaching experience with children ages three through adolescence, direct experience with summer camp administration a plus.
- Ability to supervise staff and large groups of children on a daily basis
- Organizational skills
- Excellent communication skills with diverse populations
- Ability to deal with emergencies
- Computer skills preferred, Access program knowledge a plus
- Ability to manage a budget
- Flexible, caring, enthusiastic individual

JOB SUMMARY: This position involves the various and complex responsibilities of organizing and operating a nine-week summer camp providing an enriching educational, social, recreational experience in accordance with the mission of RHSM. The Director position includes creating and managing all program activities, handling all promotion and advertising, organizing all registration materials and processes, hiring staff, supervising and coordinating children and staff, communicating with all necessary RHSM faculty and administrators and maintaining a caring, consistent and enjoyable environment.

RESPONSIBILITIES:

Program

- Determines summer timeline, creates program policies and objectives
- Designs overall format, weekly/daily schedules, activities, curriculum, outings, themes, etc. for several different age groups (4/5s 6/7s, 8/12s and 13/15s, as well as Counselor-in-Training program) in relation to program goals, budget, staffing, policies, etc.
- Writes and creates program brochure, registration materials, ad copy and design, as well as promotional and informational material
- Hires all advertisers, printers and other outside contracts in relation to promotion
- Runs information booths at local fairs promoting summer camps and activities
- Organizes all Overnight programs including: reservations, number and ages of participating children, staff/camper ratio, hiring staff, transportation, camping

equipment, menu and purchase of food, activities involved, forms for registration and parent information

- Organizes all pre-season materials for spring mailing including: medical forms, workshop registration forms, Sports Focus forms, overnight information, etc.
- Organizes Parent Orientation Night, providing extensive written and oral material about Summer Works Program details
- Determines fire and earthquake drills during Summer Works Program

Scheduling

- Establishes agreements, creates schedules and maintains on-going contracts with outside businesses/persons providing added curriculum with specific age groups, i.e. the Little Gym, Higher Ground Learning, Mad Science, Steiner Aquatic Center, guest artists, etc.
- Records and maintains current files of each child's registration information; changes information as requested by parents
- Maintains appropriate teacher-child ratio in each part of program, keeping in mind adjustments for particular outings and special circumstances
- Sets up all outings, enrichment classes and daily formats for each age group including: transportation considerations, ratios, variety of offerings, consistency and safety
- Records and maintains registered students for Summer Works Extended Day; hires necessary staffing for both before and after regular Summer Works Program times
- Schedules planning and break times for staff; is personally available to fill in on an "as needed" basis
- Communicates with faculty and administrators regarding special scheduling needs, i.e. Summer Works Parent Orientation night
- Communicates with Middle School Principal to discuss room use, regular school timeline needs, appropriate use of common spaces, furniture relocation, etc.

Parents

- Accounts for each student that is registered for the program on a daily basis; calls parents if child does not check in when registered
- Maintains medical lists of both RHSM and non-RHSM families to distribute yearly brochures, medical forms, programming information and changes as needed
- Communicates directly with parents about the program on an on-going basis
- Informs parents in timely manner of any illness, accident or disciplinary problems
- Addresses questions, needs and concerns of parents regarding all aspects of program

Billing/Budgeting

- Manages budget
- Maintains all program billing; handles all billing and collection of payments prior to start of program; turns all revenue in to Business Office
- Maintains daily Summer Works Extended Day billing records with Assistant throughout summer months

- Communicates with Business Manager at end of season to discuss detailed accounting
- Proposes and prepares yearly budget
- Works closely with the Business Office personnel on timely payment of purchase orders and invoices, organization and approval of time cards, handling and tracking petty cash, etc.

Staff

- Hires all staff and follows procedure for legal background checks
- Conducts staff meetings, Orientation period and in-service training as needed
- Manages staff, monitors classes, outings and activities
- Hires all substitutes as needed to replace regular staff; maintains record of substitutes
- Communicates with staff about program policies and goals, as well as necessary program specifics

Supplies

- Orders, purchases and maintains: snack, art supplies, toys, games, etc.; manages supply budget
- Organizes snack schedule in collaboration with staff
- Considers children's nutritional needs
- Responsible for safe storage of Summer Works materials during regular school year
- Communicates to Beginning and Lower School principals/faculty to request use of age-appropriate, size-appropriate furniture for summer use; maintains detailed records of borrowed items and exact location to return at end of summer

Children

- Enforce safety rules and disciplinary guidelines of RHSM both on campus and on all daily outings
- Responsible for all safety concerns in Summer Works program, prioritizes reports and follows up on maintenance needs
- Responsible for sickness or accidents involving Summer Works students; alerts parents and documents illness or accidents, communicates with teachers

Miscellaneous

- Writes and reviews information for student handbook on a yearly basis
- Acts as a liaison between parents, administrative staff, faculty and Summer Works staff, relaying information regarding the program
- Maintains campus security until 6:00 p.m.
- May be required to help prepare all necessary reports to the State Office of Education, NAIS, PNAIS, or other local or national organizations as it pertains to the evaluation process for the Summer Works Program
- Attends relevant seminars, group meetings with other PNAIS summer program directors to facilitate on-going evaluation of current program and make improvements as needed

HOURS: Full-Time, May through August – active program; Part-Time, September through April – planning period (twelve-month contract); Monday through Friday.

Salary level depends on experience and performance; full benefits for full-time positions and partial benefits available for half-time and greater.

Rowland Hall · St. Mark's School does not discriminate on the basis of race, color, religion, sexual orientation or national and ethnic origin in the administration of its educational policies, admissions policies, financial aid programs and athletic or other school-administered programs.