

**Job Description: Director of Auxiliary Programs****Job Status:** Full-time**Reports to:** Head of School**Schedule:** This is a 12-month administrative position. The director is expected to work in the summer and works a daily schedule (i.e. 10:00-6:00) during that academic year that allows for supervisory coverage of auxiliary programs.**Position Summary**

The Director of Auxiliary Programs is responsible for managing all programmatic and operational aspects of the extended day, after-school enrichment, and summer programs. The Director is skilled at program design and collaborates with the community to offer student-centered programs that meet a wide range of interests and age groups.

**Major tasks & duties**

- Manage all programmatic and operational aspects of auxiliary programs: extended day, enrichment offerings, and summer camps and programs.
- Demonstrate a growth mindset and serve as a thought and innovation leader for auxiliary programs.
- Create a joyful, engaging environment for staff, parents, and students.
- Help develop and manage the budget to ensure the fiscal health of auxiliary programs.
- Manage the technology platform and registration/payment process for the programs.
- Partner with the Director of Marketing and Communications to create marketing materials and promote the programs.
- Recruit, hire, train, and supervise all auxiliary program staff.
- Schedule all auxiliary program staff members.
- Provide monthly summary reports to the Head of School.
- Assume responsibility for other projects as assigned by the Head of School.

**Minimum qualifications**

- Bachelor's degree in related field.
- Experience as a teacher or administrator in a school or youth-serving organization
- Outstanding interpersonal and communication skills, with a professional and empathetic approach
- Exceptional entrepreneurial and organizational skills
- Excellent written and oral communication skills.
- Proven ability to collaborate and manage change.
- Appreciation for St. Paul's mission, values, and Community Pledge.

**Physical demands**

Incumbents must be able to successfully perform the essential functions of the job, with or without reasonable accommodation.

This job description is intended to convey information essential to understanding the scope of the job and general nature and level of work. It is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position, nor is it considered a contract between the employee and St. Paul's Day School. St. Paul's has the right to change employees' job duties at its discretion.