



Position: **Auxiliary Programs Manager**
Reports to: Friends Head of School
FTE: 100%
Start Date: July 1, 2021

Friends School Boulder is a progressive, co-educational, preschool-8, day school serving students from the Boulder area. Friends offers a challenging curriculum guided by strong values of collaboration and creativity; mindfulness and social and emotional learning; cross-curricular and project-based instruction; and diversity, social justice and service learning. Faculty and staff are highly engaged and enjoy flexibility, autonomy, and a collaborative working environment.

Friends School seeks an **Auxiliary Programs Manager** to oversee the growth and development as well as the day-to-day operations of our auxiliary programs. The **Auxiliary Programs Manager** is responsible for all non-traditional revenue streams for the school. The core of these include camps, after school care and enrichment, merchandise sales and the lunch program. This position has oversight of scheduling, programming, hiring, and facilities matters related to these programs.

The ideal candidate is skilled at managing children and staff, keeping them engaged and ensuring their wellbeing. You understand that auxiliary programs are an important part of enriching the school experience, providing the opportunities to build community, confidence, and connection in a positive group setting. You will also be responsible for tracking program registrations and trends while looking for program development opportunities.

Responsibilities, including but not limited to:

Auxiliary Programs Manager Major Duties and Responsibilities:

- Develops and manages operating plans to promote, grow and run outstanding state licensed summer day camp and school age programs.
- Develops and maintains collaborative relationships with all Friends School community members.
- Recruits, trains, empowers, and schedules aftercare, enrichment and summer camp staff. Reviews and evaluates staff performance. Develops strategies to support staff, helping them achieve goals, and ensuring requisite training is completed.
- Monitors daily program operations to adhere to all state, local and Friends School health and safety regulations. Ensures that program standards are met and safety procedures are followed.

- Assures proper maintenance and accuracy of records for both staff and children.
- Organizes and participates in Friends School special events.
- Monitors and evaluates the effectiveness of and participation in the programs.
- Partners with Marketing and Communications to advertise after-school and summer programs and schedules, including generation of marketing plans and materials
- Attends, as necessary, fairs and other events to promote auxiliary programs
- Consistently provides high levels of customer service in a positive and professional manner to internal and external members of the community
- Ensures that all auxiliary programs comply with city and state regulatory standards
- Works with the Leadership Team to assess and enhance current programs that meet the needs of families as well as faculty and staff
- Additional duties as assigned.

General expectations for all Friends School employees:

- Maintain congruence between the school's mission and all activities
- Promote and advance the cognitive, emotional, social and physical well-being of all students
- Support student learning through community connections
- Support in educating parents about the Friends School values and program through all correspondence and parent educational events
- Preserve and participate in school traditions and rituals
- Maintain common spaces and outdoor environment and materials attractively and in support of learning
- Cover classes or responsibilities during absences of other teachers as appropriate.
- Participate in regular meetings to address routine matters and stimulate an exchange of educational and philosophically aligned ideas
- Participate in the school's hiring processes as appropriate/necessary
- Assist in evening and weekend events as appropriate/necessary
- Set personal yearly goals with the appropriate supervisor and seek out and participate in staff development opportunities
- Participate in the evaluation process, including goal-setting, mid-year check in, end of year reflection
- Attend all full-staff meetings and school events
- Other duties as assigned

Qualifications:

- Bachelor's degree in related field or equivalent experience.
- Minimum of two years experience in program development and implementation preferred.
- Must be School Age Director Qualified in the state of Colorado. Can be qualified in the following ways:

- 48 college credit hours + 910 hours experience with school-age children ages 5-16
- 5,640 hours working with school age children
- Degree in related field: Education, Recreation, Psychology, Sociology, Early Childhood Education, etc.

Typical requirements by the end of the 1st day on the job includes completion of: Child Abuse Prevention; Bloodborne Pathogens; Incident Reporting; Work Related Injury. CPR; First Aid; AED; Medication Administration required within 30 days of hire.

- Ability to meet Friends School motor vehicle requirements and qualify to drive School minibus.
- Ability to work with a wide range of age groups, demographics and have ability to collaborate well with several groups and individuals.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Experience in program development for school age children in a licensed program, as well as experience with staff development.
- Ability and desire to embrace the mission of Friends School

Compensation: Salary range is \$45,000-\$60,000 and pay is commensurate with experience, degree, and position. Friends School offers a competitive compensation package including medical, dental, life insurance benefits, 403(b) plan and generous paid leave.

Friends School is an Equal Opportunity Employer.

How to Apply: If you possess the above skills and qualities, please send a cover letter outlining why you are interested in the position along with your resume to jobs@friendsschoolboulder.org. Please indicate Auxiliary Program Manager in the subject line. No phone calls please.