



**Boulder Country Day School**  
**Director of Auxiliary and Experiential Programming**

**About Boulder Country Day School**

For over 30 years, Boulder Country Day School has been at the forefront of education in the Boulder Valley. Community, Character, Academic Excellence and Differentiation, and Small Class Sizes are the keys to our success and allow us to create an educational experience where children innovate, create, grow, and thrive.

**Key Areas of Responsibility**

The Director of Auxiliary and Experiential Programs has the unique opportunity to have a substantial impact on students ranging from Preschool to 8th grade, on the BCD community, and on the school's financial health. The Director is responsible for **three revenue generating** elements of programming: extended day, summer/vacation camp, the facilities rental, community service, and outdoor and experiential education. The Director will grow and enhance extracurricular offerings and provide a diverse array of stimulating educational activities and enrichment opportunities for preschool through 8th grade students. The Director is responsible for hiring, training, and supervising a diverse staff while ensuring that children are engaged and appropriately cared for. The Director oversees all operational and financial aspects of the programs and works closely with administrators at the school. In addition, the Director is charged with establishing and creating partnerships with other organizations/vendors in order to utilize the BCD campus during the summer or after school to create more opportunities for students and employees, as well as create a revenue stream for the school. **The Director reports to the CFO.**

*This is a full time, year-round position that follows the normal 12-month calendar. Hours are 10:00am to 6: 00pm during the school year and 7:45am to 4:15pm during the summer months.*

**Required Education and Experience**

- Bachelor's Degree; Master's degree is preferred
- Current State of Colorado Large Child Care Center license or willingness to pursue it
- A minimum of 3 years of experience in the key areas of responsibility listed above
- Proven excellence with project management, short and long-term planning, personnel experience, and innovative programming
- Demonstrated ability to build trust and collaborate with colleagues
- Ability to attend conferences and overnight, outdoor trips up to one week in length.
- Valid driver's license, ability to move about campus, and lift up to 50 pounds
- Previous experience hiring, training, and managing others.
- Commitment to anti-biased work
- Excellent interpersonal, verbal, and written communication skills
- Flexibility, strong problem-solving and conflict resolution skills
- Excellent organizational skills and attention to detail

**Specific Duties for each program area**

**Extended Day (40%):** The Director develops and supervises before care, after care, and specialty programming for students preschool - 8th grade. Responsibilities include:

- Create a student-centered program to include daily aftercare as well as development and organization of all enrichment classes
- Interview, hire, train and supervise all staff and enrichment instructors
- Oversee master calendar, scheduling, internal marketing, and registration processes
- Communicate effectively and in a timely manner with parents
- Manage budget in cooperation with the business office
- Oversee and prioritize health and safety for all after school students.

**Summer/Vacation Camp (40%):** The Director designs and runs a successful summer program for students within and outside the BCD community. The Director will research viability and then run vacation camps. The Director works with the Marketing Department to develop advertising and marketing for the camps. Responsibilities include:

- Oversee all aspects of the camp program including developing engaging, age-appropriate programming for campers from ages preschool through 8th grades.
- Network in the BCD and Boulder County communities to advertise summer programs
- Serve as first point person for parents and families about the program
- Hire all staff (Including job descriptions, interviewing, checking references)
- Be an active role model and mentor to all staff and counselors in training
- Create and maintain a budget in collaboration with the Chief Financial Officer (CFO) and provide a year end report
- Coordinate all building usage and transportation
- Train staff and campers on emergency procedures; communicate relevant information to parents

**Community Service, Outdoor, and Experiential Education (15%):** The Director will be charged with building and enhancing BCD's service and education program. Key components include:

- Strategic planning and innovation with academic administrators in developing a scope and sequence for experiential education at BCD.
- Conduct market research to help develop BCD's program and position the program to be a leader in Boulder County.
- Collaborate with teachers to align outdoor, travel, and servicing programming with BCD's Amplify, IB, IEYC, and social justice standards curricular programs.
- Assist teachers with field trip coordination (reservations, chaperones, background checks, emergency protocol, transportation coordination)
- Coordination with outside vendors and a faculty trip lead for overnight, travel, and international trips.
- Coordinator of the K-8 service learning program which overlays with the field trip and travel programming.

**Partnership and Rentals (5%):** The Director of Auxiliary Programs will also be responsible for identifying ways in which the school can make full use of its facilities for after school programming and during the summer. Job responsibility includes building ongoing partnerships with outside organizations.

**Diversity, Equity, and Inclusivity Commitment**

*Boulder Country Day School recognizes and values all forms of diversity and is dedicated to providing an inclusive environment which honors each member for their individual differences, experiences and strengths. Our intentional commitment to embracing and exploring issues of diversity, equity, and inclusivity in support of social justice affords the freedom for all members of our school community to flourish as unique, confident, compassionate, and ethical individuals.*