



***Start date - ASAP***

**Position: Summer Program Director**

Science & Arts Academy (SAA) is an independent, non-denominational, co-educational, not-for-profit day school for students from pre-kindergarten through eighth grade located in Des Plaines, IL. SAA educates gifted children in an academically differentiated and enriched environment while recognizing the unique development of each child. Our supportive community encourages students to embrace their potential and cultivates their academic abilities, creative talents, and emotional growth.

The school is committed to a culturally diverse faculty and student body. SAA values the representation and full engagement of individuals within our community whose differences include – but are not limited to – age, ethnicity, family makeup, gender identity and expression, physical ability, race, religion, sexual orientation, and socioeconomic status.

SAA embraces and celebrates the diversity of our school, and works to create and sustain a diverse, inclusive, equitable, and just community that is safe and welcoming for all; we recognize to do so requires commitment, reflection, deliberate planning and action, and ongoing accountability.

**Position Description**

Reporting to the Head of School, the Summer Program Director is responsible for all planning, coordination, and day-to-day operations of the [2021 in-person summer programming](#). The Summer Program Director is tasked with executing all necessary preparations for the summer program from late April through mid-June and for ensuring successful program implementation during the summer sessions, June 21 - July 30.

This is a full-time, temporary position starting ASAP through July 30. This position is available to be filled by one individual or as a job share opportunity for the right team of people. The school may wish to explore with qualified candidates opportunities to expand this position into a full-time, 12 month role. Hours are negotiable until the start of the summer sessions, at which point the Summer Program Director would be expected to be on-site Monday through Friday from 8am to 4pm.

**Essential Functions/Responsibilities**

- Serve as the lead on-site administrator for the summer program, addressing disciplinary concerns, staffing issues, facility needs, and other logistics to ensure strong day-to-day operations
- Create an inclusive, accessible, and welcoming experience for campers and their families
- Develop themes, activities, and schedules for recreational programming
- Recruit, hire, train, and supervise a group of 10-15 camp counselors
- Manage the online registration and billing software system ([CampBrain](#)) and respond promptly to all customer service requests
- Communicate program updates, billing reminders, and other important information with families via mass email communications and individual email and phone calls as necessary
- Oversee the ordering of program supplies and coordinate technology needs

- Oversee health/safety policies and protocols in collaboration with the School Nurse
- Advertise the program to the community (if spots are available) using a variety of marketing strategies in collaboration with the Director of Marketing and Communications

### **Qualifications and Skills**

- Bachelor's degree required
- At least two years of relevant experience directly managing or supporting the management of programs and/or operations, preferably in an educational setting
- A collaborative work style and superb relationship building skills with the ability to communicate effectively with children, parents/caregivers, and staff
- Excellent project management skills and comfort balancing several high stakes task at once
- A self-starter who brings knowledge, experience, perspective, and a track record of good decision-making to the position
- Ability to exhibit flexibility, patience, integrity, and resolve in the face of challenging situations
- Excellent oral and written communication skills
- Proficient with technology including Google Suite, Microsoft Office products, and databases

### **To Apply**

Please send resume and cover letter indicating specific interest in the position to:

Tim Costello, Head of School, at [employment@scienceandartsacademy.org](mailto:employment@scienceandartsacademy.org)

*SAA is an equal opportunity employer and does not discriminate on the basis of age, gender, race, color, religion, national or ethnic origin or sexual identity in its hiring processes.*