



## **Rowland Hall: Director of Auxiliary Programs**

### **School Overview**

Rowland Hall is an independent school in Salt Lake City serving 950 students in preschool through twelfth grade. Driven by our vision of inspiring students who make a difference, Rowland Hall sets the standard for teaching and learning excellence in a warm, inclusive environment where students form meaningful relationships that cultivate confidence and self-discovery. Transformational academic and co-curricular programs including experiential learning opportunities, self-expression through the arts, and a competitive athletic program ensure students are challenged both inside and outside the classroom. We foster curiosity, compassion, and joy throughout the learning process and graduate young adults who know how to think critically and live with purpose.

Located near the base of the stunning Wasatch Mountain Range and adjacent to the University of Utah, a world-class research university and medical center, Rowland Hall attracts a diverse community of families. The school focuses on recruiting and retaining high-quality employees by offering extensive professional development opportunities, salaries that are competitive with local districts and market rates, and a close-knit, supportive community.

### **Position Summary**

The Director of Auxiliary Programs oversees three important elements of Rowland Hall: the Extended Day Program for grades 1-8 on two campuses, the Winter Sports program for grades 1-8, and the school's summer camp, SummerWorks, for grades K-8. SummerWorks is open to all families in the Salt Lake Valley and is accredited by the ACA while Extended Day and Winter Sports are internal programs. All of these programs support the mission of the school, allowing families and students to fully engage in Rowland Hall. The Director is responsible for program leadership: developing, maintaining, and assessing educational, social, and recreational programs that are age appropriate, focus on experiential education, and support Rowland Hall's mission. The Director hires, trains, mentors, and supervises a diverse staff for both the Extended Day and SummerWorks program. The Director also oversees all operational and financial aspects of the programs, works closely with administrators on the Lower and Middle School campuses, and is a member of the school's Administrative Council. In addition, the Director represents the school as the primary point person for current and prospective parents after school and during the summer.

The Director teams with an Assistant Director of Auxiliary Programs and a part-time administrative assistant during the summer for support with SummerWorks.

### **Desired Skills and Qualifications**

All candidates should have excellent interpersonal skills, whether working with parents, colleagues, or students, and understand the importance of creating positive relationships with a variety of individuals. To be successful, candidates must have excellent organizational and time management skills, as well as the flexibility and humor needed to run different programs with so many constituents. A bachelor's degree or higher is required, ideally in the area of recreational and/or experiential education.

Candidates should have experience in the following areas:

- Working with students from the ages of four to fourteen, either in a school or camp setting
- Designing age appropriate and student centered programming and assessing effectiveness
- Hiring, training, mentoring and supervising after school and summer staff
- Managing various programs at once
- Managing a budget and payroll
- Representing an organization positively in the larger community
- Maintaining and seeking partnerships with local organizations
- Working successfully with students and families from a range of cultural backgrounds or belief systems

This is a full-time, exempt position beginning in the spring, and reports to the Associate Head of School. To apply, please send a cover letter, resume, and list of references to Jennifer Blake at [jenniferblake@rowlandhall.org](mailto:jenniferblake@rowlandhall.org), ideally by February 8, 2019. For more information about the school, please visit [rowlandhall.org](http://rowlandhall.org).

**Equal Employment Opportunity** *Rowland Hall is an equal opportunity employer, and as such, believes that each individual is entitled to equal opportunity without regard to sex, color, race, ancestry, religion, national origin, sexual orientation, gender identity, age, physical disability, marital status, veteran status, or any other characteristic protected under federal or state anti-discrimination laws. Rowland Hall's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline and all other terms, conditions, and privileges of employment.*