

CARDIGAN MOUNTAIN SCHOOL

Director of Summer Programs



Overview

During the academic year, Cardigan Mountain School is a junior boarding and day school for boys in grades six through nine. During the summer, Cardigan Summer Session offers a residential experience for boys and girls ages 8-15, balancing academic enrichment and traditional camp experiences. In both of these well-established programs, the School seeks to employ individuals who will share our commitment to supporting the School's mission and student body. The School offers competitive salaries and benefits in a rewarding work environment defined by the strength of our community and our core values: compassion, integrity, respect and courage.

The Position

Cardigan Mountain School seeks an experienced, committed, and dynamic leader to manage the School's summer programs, while serving in a limited faculty role during the academic year. The Director of Summer Programs will oversee all aspects of the Summer Session program, including student recruitment, budget management, staff recruitment and hiring, and overall operational and strategic management of the program. During the academic year, the Director will serve as part of the School's administrative team, while taking on several important student-facing responsibilities. This role reports to the Assistant Head of School.

Responsibilities

This position includes the following responsibilities:

Admissions and Partnerships

- Oversee all aspects of the summer session admissions process, including recruitment of new students, retention programs for returning students, inquiry follow-up, and admissions-related travel
- Establish and develop relationships with educational consultants and other school officials to promote the program
- Chair the financial aid committee to offer appropriate awards to eligible families
- Work in conjunction with the Communications department to oversee digital and print advertising and marketing in support of the Summer Session program

Program Management

- Plan and oversee the academic, extracurricular, and residential aspects of the Summer Session program
- Conduct regular assessment of academic course offerings
- Recruit, hire, and manage all program administrators and faculty
- Develop and lead new and returning faculty orientation and training sessions

THE PROCESS

If interested in this position, please send a résumé and letter of interest to Josh LeRoy, Dean of Faculty and Assistant Head of School at jleroy@cardigan.org.

School transcripts and letters of recommendation are not required at first, but will be required after preliminary screening. No phone calls please. We prefer electronic attachments rather than paper. An onsite interview is required. Criminal background checks are performed on all new hires.

Cardigan Mountain School is an equal opportunity employer, and will not discriminate, or tolerate discrimination, against any employee or applicant in any manner prohibited by law.

CONTACT

Josh LeRoy

Dean of Faculty and Assistant Head of School
jleroy@cardigan.org

Program Management (continued)

- Lead the summer session administrative team
- Create and organize the summer session calendar, including daily and weekly schedules
- Participate in regular meetings with the Board of Trustees to keep them informed program adjustments, improvements, enrollment status, and performance relative to budget

Strategic Program Development

- Identify and develop new markets for potential students
- Establish long-term goals to develop and strengthen the School's summer programs as a whole, considering quality and reputation of program, as well as revenue generation

Academic Year Duties

- Serve as a member of the School's administrative team
- Serve as a member of the academic year faculty, coach one athletic season, serve as an advisor and dorm parent

Qualifications

The ideal candidate will possess the following qualifications:

- Bachelor's degree required; Master's degree preferred
- Prior administrative/leadership role in an established residential summer program
- Prior experience with student recruitment/admissions, staff recruitment/hiring, budget management, and personnel management
- Exceptional communication skills, both verbal and written
- Detail-oriented with ability to manage multiple projects
- Demonstrated experience in independent schools, including residential life, advising, and academics
- A shared commitment to an inclusive community, and respect for differences
- Willingness to embrace and engage in the active lifestyle of an independent boarding school