



HEWITT

Job Title: Director of After School and Summer Programs

FLSA Status: Exempt

The Hewitt School - New York, NY

ABOUT HEWITT

Established in 1920, The Hewitt School is an independent K-12 girls school located in New York City. We inspire girls and young women to become game changers and ethical leaders who forge an equitable, sustainable, and joyous future. Hewitt empowers and expects our community members to embrace multiple points of view, to engage others with empathy and integrity, and to champion equity and justice in all areas of our lives. As a community, Hewitt is fully committed to a culturally diverse faculty, staff, and student body.

POSITION SUMMARY

This role is responsible for administering revenue generating after school and summer camp programs. Reporting to the chief financial officer and working closely with the heads of lower and middle school, the Director of After School and Summer Programs will develop programs that are in keeping with the educational mission of the School, and the educational and recreational interests of the students and school community.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Create, direct, and implement Hewitt's after school and summer programs
- Develop and structure after school and summer programs that are based on the needs and interests of the students and their families, while ensuring that they align with the central mission of the School
- Investigate potential programs and partnerships with auxiliary enterprises to create new opportunities for both on and off-campus activities
- Create and deliver compelling, thoughtful, and mission-aligned communication with parents and guardians of students involved in after school and summer programs
- Communicate effectively with the Parents' Association and the broader Hewitt community to ensure their familiarity with the programs offered
- Create content for and coordinate program marketing with the school's communications office
- Maintain relationships with the community and act as spokesperson for the program
- Ensure adherence with safety protocols, health procedures, and licensing requirements
- Manage operations, scheduling, and logistics of the programs in coordination with academic division heads and security
- Negotiate and execute contracts

- Manage procurement and inventory
- Recruit, hire, train and supervise program staff
- Retain and oversee external program service providers
- Manage all auxiliary program budgets, and work with the business office to develop budgets to ensure the financial objectives of the programs
- Assess the impact of each program, both financially and strategically, and evaluate outcomes
- Other duties as assigned

QUALIFICATIONS REQUIRED

- A Bachelor's degree with a minimum of five years of comparable experience in after school and summer program management, curriculum development, or similar experience
- A commitment to the educational and revenue generating goals of the programs
- A demonstrated ability supervising staff
- Experience setting up and using online registration platforms, especially Veracross
- Experience working with Google Suite for Education including collaborating and editing with Docs, organizing and sharing resources with Drive, and fundamentals of spreadsheets
- An ability to initiate and implement projects and see through to completion
- Strong organizational skills to manage simultaneous projects and supervisory responsibilities
- Attention to detail and an aptitude for scheduling, planning, and problem solving
- Excellent communication skills and ability to write compelling marketing content such as program descriptions, web content, and email promotions

SPECIAL POSITION REQUIREMENTS

- The position requires availability on occasional nights and weekends

TO APPLY: Please submit a resumé, cover letter, and examples of previous relevant work to employment@hewittschool.org. **Please reference the job title in the subject line of your email.** No phone calls, please. Recruitment will remain open until position is filled; applicants should apply as soon as possible for consideration.

IMPORTANT INFORMATION

The successful candidate for this position must be able to provide employment references, submit a completed physical exam by a licensed medical practitioner stating they are able to perform the essential functions of the position, and demonstrate legal work authorization to work in the United States.

The Hewitt School is an Equal Opportunity Employer. It has been and will continue to be a fundamental policy of the school not to discriminate on the basis of any category prohibited by

applicable federal, New York State and/or New York City laws/regulations. This policy applies to all aspects of the employment process, including hiring, promotion, demotion, compensation/benefits, performance evaluations, disciplinary actions, training, working conditions, layoff, and termination.