

# THE BENJAMIN SCHOOL

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**Position Title:** Director of Auxiliary Programs  
**Date Modified:** March 22, 2022  
**Classification:** Exempt  
**Reports to:** Leslie Downs

## **Position Summary**

The Director of Auxiliary Programs is tasked with the operation and oversight of the Aftercare Enrichment Program (ACE), after school clubs, vacation camps, summer camp program, and facility rentals.

## **Key Expectations of all TBS employees**

- Demonstrates support of the school's mission and policies
- Consistently models The Benjamin School values
- Builds positive interpersonal relationships with colleagues by establishing effective communication through listening, responsiveness, openness, availability, and approachability
- Takes initiative and ownership in displaying positive work ethic and behaviors and encourages this attitude in others
- Maintains proficiency in the field through personal and professional development that strengthens the role and the school

## **Essential Functions:**

- Oversees ACE program and clubs; communicating daily with Director of ACE; ensuring recruitment needs are met as well as implementation of ACE programming and club offerings
- Interview and hire internal and external staff for ACE and summer programs
- Communicates budgetary needs for ACE and summer programs and stay within approved budget
- Prepares the Child Care Licensing Renewal
- Oversees lunch vendors and volunteers on the LS/MS campus
- Manages facility rentals; maintaining schedule and receipt of rental payments
- Works with Director of Marketing to create or enhance existing marketing campaigns related to ACE and more importantly, the summer program, with the goal of attracting internal and external school-age campers to the school's program
- Communicate effectively and timely with the HR department with regards to hiring and clearance of ACE and/or summer program staff
- Submit timely payroll information to the Payroll Administrator for semi-monthly payroll processing
- Responds timely to Auxiliary Program inquiries through email, phone calls, and visits
- Works with Lower/Middle/Upper School Divisions, Transportation, Facilities, and Security in coordination of all programs
- Follows established protocols in reporting on campus accidents and completing necessary forms

- Maintains and provides reports as needed to the Finance Department and to external auditors when requested such as budget reports, expenses, program enrollment data, etc.
- Provides clear expectations of internal and external staff, making sure to adhere to compliance guidelines; especially in terms of individuals cleared to work with students and those that are required to work in the presence of another cleared individual (such as a volunteer working less than 10 hours per month). All afterschool club contractors as well as summer camp staff must be cleared through the AHCA database administered by the Department of Children and Families.

**Required Skills and Abilities:**

- Exceptional verbal and written communication skills
- Excellent organizational skills and attention to detail
- Ability to prioritize and work independently and address several challenges simultaneously, working under pressure in a very busy and highly involved environment
- Possession of pleasant and collaborative style in the workplace including professional attitude, dependable, and takes initiative
- Ability to communicate effectively with all constituents in a school environment
- Well versed in technology, various software suites, and office equipment related to the position
- Ability to maintain confidential information

**Education and Experience:**

- Bachelor's degree; Master's degree preferred
- Minimum 3-4 years experience with auxiliary programs or related field
- Experience in an educational institution is helpful but not required

**Physical and Work Requirements:**

- Able to work for long periods of time in an indoor or outdoor environment; taking the Florida summer heat into consideration
- Ability to lift and/or move up to 30 pounds
- Ability to work in excess of 8 hours a day, as well as evening hours as needed
- Travel required between campuses as well as travel for meetings, events, professional development
- Vacation TBD

Reasonable accommodations will be made to enable individuals with disabilities to perform these essential functions.

Please email resume and letter of interest to the attention of Mrs. Leslie Downs at [employment.openings@thebenjaminschool.org](mailto:employment.openings@thebenjaminschool.org). No telephone inquiries, please.

DFWP/EOE