Director of Community Service  
July 1, 2024 Start

The Taft School is seeking a Director of Community Service to lead and coordinate community service programs that align with the school's values and mission. The Director of Community Service will play the central role in organizing community engagement in service, promoting social responsibility, and providing students with meaningful opportunities to contribute to Taft's motto, “not to be served, but to serve.”

Responsibilities of the Director:

➔ Program Strategy: Create a plan for community service initiatives that focuses on the needs of both local and global communities. This includes chairing the Global Leadership and Service Committee.

➔ Afternoon Program Coordination: In conjunction with the Athletics and Afternoon Program Office, the director will manage student participation in the afternoon community service program (fall, winter, and spring) including the scheduling and supervision of volunteer assignments, as well as management of employees assigned as chaperones and drivers.

➔ School-wide Community Service Initiative/Requirement: The director will organize and manage, with the assistance of the Athletics and Afternoon Program Office and the employees assigned to the community service afternoon program, the school-wide community service initiative/requirement that involves all students participating in service projects through their afternoon program assignment three times a year.

➔ Community Partnership: Build and maintain relationships with local organizations, non-profits, and community partners, as well as identify service opportunities that meet the needs of these organizations that align with Taft’s program and mission.

➔ Event Planning and Communication: Manage logistics, budgets, and communication strategies to promote community service opportunities within the school community.

This position is considered one block of classroom teaching or equivalent administrative responsibilities. It is designed to be combined with three blocks of classroom teaching or the equivalent of administrative responsibilities. This is a benefits-eligible position that includes either campus housing or housing stipend and use of school facilities including the grounds, athletics center, and dining hall, (position specific and subject to availability). This role is not designated as part-time eligible. Additional details about the general responsibilities for faculty positions can be found here.
Qualifications

➔ Demonstrated commitment to the tenets described in the school’s Statement on Diversity, Equity, and Inclusion and Portrait of the Graduate.

➔ A Master’s degree and at least five years of relevant professional experience, ideally in an educational setting.

➔ Strong interpersonal and communication skills.

➔ Organizational skills and attention to detail.

➔ Knowledge of local community organizations and resources.

➔ Willingness to work evenings and weekends for special events and projects.

➔ Technology skills inclusive of general proficiency with Microsoft Suite, Google Suite, and Internet browser skills. Usage of Canvas LMS programs will be required in all aspects of normal daily activities with training provided.

➔ The ability to inspire and work collaboratively with diverse groups of students, employees, and other invested parties to support and expand programmatic and institutional goals; and interest in joining a residential community that serves a globally-inclusive student body.

➔ Authorized to work in the United States of America.

The Taft School is an affirmative action-equal opportunity employer. It is the policy of The Taft School to provide equal employment opportunities to all qualified individuals without regard to age, gender, race, color, national origin, ancestry, religion, actual or perceived disability, marital status, sexual orientation, gender identity or expression, veteran’s status, genetic predisposition or any other class protected by law.