Available Position: Director of Auxiliary Programs  
Department: Business Office  
Reports to: Chief Financial Officer  
Full/Part-time: Full-time  
Date Posted: December 18, 2023  
Start Date: Open Until Filled

About the Trinity Preparatory School of Florida:
Trinity Preparatory School is an independent, coeducational college-preparatory school that develops ethical, resilient leaders who thrive in the pursuit of excellence, embrace diversity in thought and perspective, and grow spiritually. In alignment with our mission, we affirm our commitment to our core values: Trinity Family; Educational Excellence, both Academic and Extracurricular; Leadership and Character Development; and Faith and Spirituality.

In 1968, a dedicated group of Orlando community leaders led by the late Reverend Canon A. Rees Hay wanted to provide a quality, independent secondary education for students in Central Florida. As a result, they established Trinity Preparatory School in grades 6 through 12. Affiliated with the Episcopal Church, the school welcomes families and students from all faith traditions, cultures, and backgrounds, knowing that we are all enhanced by diversity.

Our devoted and notable faculty and staff are leaders in their field who share their knowledge and expertise with others at various professional development opportunities worldwide. Their dedication is demonstrated to our students, families, and communities both in and out of the classroom with a balance of academic rigor and wellness. Trinity’s student body and families reflect the world as they travel from the greater Orlando area and across the nation to take part in the Trinity experience.

Position Summary:
The ideal candidate will be able to design and execute, deliver, and evaluate revenue generating programming to ensure that it meets the needs and interests of the students and participants as well as ensure their delivery in a safe and quality manner. This school leader must demonstrate and implement the mission of the school through the development and management of the programs; human resources; financial planning; marketing; and strategic operations of year round programming. This position will remain open until filled.

The Director of Auxiliary Programs will exemplify Trinity Prep’s four Core Leadership Competencies that apply to all employees of the organization:
- Demonstrates Self-Awareness
- Ensures Accountability
- Communicates Effectively
- Cultivates Innovation
In addition, the Director of Auxiliary Programs will exemplify Trinity Prep’s four Leadership Competencies that apply to role within the organization:

- Financial Acumen
- Business Insight
- Customer Focus
- Directs Work

**Duties and Responsibilities:**

**As the Director of Auxiliary Programs, you will:**

- Manage the day-to-day operations of financial and administrative management and help establish and direct the short term and long-term goals, policies, and procedures for year round auxiliary programs.
- Be accountable for creation and management of all auxiliary programs (currently - Facility rentals, Summer Programs/School, Text bookstore; potentially After School Programs, Partnership with Boys and Girls Club, Retail bookstore) including the design, planning, organization, and management of the programs – athletic, artistic, academic and nonacademic.
- Be responsible for staffing all auxiliary programs and providing staff orientation and appropriate training and resources.
- Collaborate with the Chief Financial Officer to create a process for assessing the financial viability of the various programs grounded in data and analysis.
- Supervise use of the building for after-hours programs in cooperation with the Director of Athletics and Physical Education, the Chief Financial Officer, or other school constituents throughout the year.
- Prepare annual budgets for extended day and summer camp programs.
- Serve as primary recruiter for all auxiliary programs.
- Communicate effectively with parents whose children are participating in the extended day and summer camp programs.
- Regularly review policies and procedures to insure the safety of the students participating in the extended day and summer camp.
- Maintain all extended day and camp documents and stay abreast of relevant extended day and camp regulations.
- Manage and keep the internal and external school calendars due to close proximity.

**Position-Specific Duties and Responsibilities, which include the following:**

**Facilities Rentals**

- Act as liaison to the rental community to generate auxiliary net revenue through efficient use of facilities.
- Develop and foster relationships with existing clients to ensure continued business.
- Coordinate marketing and lead generation to secure new clients.
- Manage the review and routing of rental documents while working with Finance and Business Services for collecting and processing payments, and for maintaining accurate documentation and records.
The Bookstore (potentially)

- Maintain and monitor the bookstore operations including accounts payable and receivable; approve invoices; centralize and decentralize receiving functions; review financial records; monitor proper cash handling procedures; generate checks; and/or perform other related activities.
- Supervise the procurement of bookstore and merchandise materials that meet the needs of the community.
- Research and address textbook affordability issues for the School.
- Oversee, develop, and solicit short-term bids from vendors, including specification development and vendor selection recommendations.

Afterschool Care and Summer Enrichment Programs (potentially)

- Coordinate across academics, athletics (summer and non-summer), and external partners to ensure successful delivery of after school care programs, summer camps, and summer school.
- Ensure appropriate staffing levels for camps.
- Work with the directors of summer camps (i.e. Trinity Prep Aquatics Director) and summer school programs to establish appropriate pricing and marketing for programs.
- Design, deliver, and evaluate the summer program to ensure that it meets the needs and interests of the students and campers and ensures their delivery in a safe and quality manner.
- Manage the daily operations including lunch, program, business, camper and staff supervision, and health care.
- Develop and monitor the program’s budget and long-term fund raising strategies for the benefit of the program, facilities, and long-term goals.
- Design and implement a marketing plan to increase student/camper attendance, and for implementing practices to recruit, train, and retain seasonal and year-round staff.
- Collaborate with our maintenance team to ensure stewardship of current resources and identification of future needs.

Qualifications:

- Minimum of a bachelor’s degree and five years of experience in a revenue generating school and camp environment building programs, managing people and logistics, and driving revenue growth while maintaining alignment with the culture and mission of the organization. Master’s degree preferred.
- Exceptional project management skills, goal-driven, detail-oriented with the ability to set and meet deadlines.
- Experience building a program, managing summer camps, revenue generation responsibility, and auxiliary program management in a nonprofit environment.
- Experience with implementation of regulations and standards for camps as set by the Florida Department of Health and American Camp Association.
- Promotes an inclusive environment that values, encourages, supports differences, and articulates an authentic commitment to diversity in thought and perspective while holding others accountable for the same.
- Proficiency in computer skills and related word processing, data management, and internet computer software.
- Have experience onboarding and training employees.
● Have the ability to move about the camp property in various environmental conditions.
● Ability to collaborate with others, observe their actions, and prior experience leading a team with direct reports.
● Proven success creating a collaborative and creative working environment that shares a commitment to the mission of the School.
● Ability to build long term relationships, adapting to a variety of interests, situations, and expectations.
● Excellent written and oral communication skills.
● Deep understanding of Independent School culture.
● Must be able to pass a Jessica Lunsford Level II background check and drug test.

Certifications Required:
● CPR/AED/First Aid can be gained upon hiring.

Benefits:
● Comprehensive benefits package including medical, dental, vision, life and disability, 403(b) plans.

Application Requirements:
● Interested candidates should complete an application through the below link:
  APPLY NOW

Employee Nondiscrimination Policy:
● Trinity Preparatory School is an Equal Opportunity Employer.