



Summer School Operations Manager

Montclair Kimberley Academy (MKA), an innovative Pre-K – 12 independent day school with a strong national reputation, seeks a full-time **Summer School Operations Manager** to assist the school in opening and running a STEM-focused summer school for middle school-aged children in the summer of 2026. Beginning on July 1, 2025, and in collaboration with MKA's academic leaders, the Summer School Operations Manager will coordinate and plan MKA's summer school program from inception to hiring to program completion. This position reports to MKA's Chief Financial and Operating Officer.

Key Responsibilities

Program Management

- In conjunction with MKA's academic leadership, develop the summer offerings for the upcoming season
- Develop and build a website to not only market the program, but also support registration, enrollment, and attendance
- Develop and implement marketing plans
- Manage student enrollment
- Manage logistics across different departments and functions
- Recruit, screen, hire, and assign summer school staff and student teaching assistants
- Conduct staff orientation and training sessions

Operational Oversight

- Manage budgets, resource allocation, facility operations, and classroom assignments
- Ensure compliance with safety regulations
- Maintain accurate records
- Coordinate transportation and logistical needs

Administrative Duties

- Participate in administrative meetings
- Prepare required summer school reports
- Facilitate communication between students, parents, staff, and administrators

Qualified applicants will meet the following criteria:

- A bachelor's degree in education, business, or other related fields
- Outstanding interpersonal, communication, and organizational skills
- Experience managing and operating an extracurricular program, camp, or similar venture

Qualified applicants will possess the following key skills:

- Ability to work under pressure
- Excellent problem-solving capabilities
- Proficiency in computer applications (experience working with camp management or program software packages like Active Networks or Camp Brain is a plus)
- Strong interpersonal and leadership skills
- Adaptability and flexibility
- Ability to think and act entrepreneurially
- An understanding of the summer program marketplace is a plus

Applications should include the following:

- Brief cover letter that addresses what interests you about working at Montclair Kimberley Academy in this particular role
- Current resume
- The names and contact information for three people who can act as a reference for you

Applicants should send all requested materials by email to Cris Junquera, Executive Assistant to the Head of School (cjunquera@mka.org). The deadline for submissions is March 15, 2025.

It is MKA's policy to provide equal employment opportunity to all qualified persons regardless of age, race, creed, color, national origin, ancestry, sex, gender identity, sexual orientation, socio-economic background, or disability not related to the requirements for being a successful employee at MKA.