



*Now Hiring:*

## **ASSISTANT DIRECTOR OF AUXILIARY PROGRAMS**

**NEW CITY SCHOOL** is a leading independent school located in St. Louis' historic Central West End neighborhood, enrolling approximately 330 students from age 3 through 6th Grade. Our teachers provide an education that is challenging yet developmentally appropriate and supportive, as they work to empower and encourage children to be active and engaged learners.

**OUR MISSION:** New City School inspires children to engage joyfully in learning and achieve academic excellence while cultivating their personal strengths and passions, and empowers their students to build community and advocate for a more just and equitable world.

New City School seeks an inspiring and dedicated Assistant Director of Auxiliary programs. Reporting to the Director of Auxiliary Programs the Assistant Director supports and collaborates on the program development, marketing, staff management, hiring, and registration support for all New City Auxiliary Programs including:

- Summer Camps
- After and Before School Programs
- All Enrichment Programs

The proportion of work in each of these areas will fluctuate throughout the year. In collaboration with the business and communications offices, the Assistant Director must also provide excellent customer service to families and caregivers in all areas. Additionally, the Assistant Director should feel comfortable handling any said tasks independently. The ideal candidate will have a deep understanding of child development, progressive pedagogy, and educational research; an understanding of and commitment to diversity, equity and inclusion; a growth-oriented mindset; and a spirit of collaboration and joyful learning.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- In collaboration with the Director of Auxiliary Programs, the Assistant Director works with school leadership, administration, and faculty to ensure all auxiliary programs align with and support New City's mission and philosophy
- As part of the auxiliary program leadership team, design, enhance, and expand program offerings that align with the school's long-term strategic auxiliary programs vision and financial objectives
- Seek and analyze input from participants and staff regarding the quality of their program experience
- Help build and implement vibrant programs that achieve annual and long-term net revenue growth targets, support the school's mission and program, and build New City's market exposure

### **PROGRAM MANAGEMENT**

- Partner with the Director of Auxiliary Programs to develop Enrichment and summer program offerings
- Provide an appropriately safe, caring, and enriching environment for all Auxiliary Program participants
- Establish routines, provide positive guidance, and enforce policies and procedures, including disciplinary policies, in accordance with New City's stated values
- Assist in the development of ongoing training, supervision, support, and professional development of all Auxiliary Programs staff



- Assist in the development and oversee all safety and health protocols in coordination with school's risk management plan
- Ensure program participants have a safe and positive experience such that they return and/or recommend our programs to others.

### **FINANCIAL MANAGEMENT**

- Assist in managing of enrichment program and summer program vendor/faculty instructors; billing; pricing setting
- Report to the business office on all programming
- Collaborate as needed on the preparation of annual budget covering all aspects of program revenues and expenses to ensure profitability
- Assist with the monitoring of revenues and expenses across all programs
- Assist the Director of Auxiliary Programs on enrollment and revenue targets each season

### **MARKETING, COMMUNICATION, AND RECRUITMENT**

- In coordination with the Director of Auxiliary Programs and the Communications department, develop and implement a comprehensive marketing strategy for all auxiliary programs
- Assist to ensure that all auxiliary programs have an effective and accurate internet presence including website, social media, and digital marketing
- In coordination with the Director of Auxiliary Programs, design and implement the publishing and advertising of program catalogs, brochures, and schedules
- Assist with the management of all public relations and marketing initiatives including open houses, mailers, brochures, camp fairs, and ad placement to promote and communicate the programs to prospective and enrolled participants
- Assist in the writing and distribution of regular communications among auxiliary program constituencies that effectively provide updated information and a sense of community
- Manage student and staff recruitment activities
- Effectively promote the programs so as to achieve the enrollment and revenue targets

### **ADMINISTRATION AND OPERATIONS**

- Provide daily oversight and support to auxiliary staff
- Provide assistance with registration for all auxiliary programs and help ensure the auxiliary programs database is accurate and comprehensive
- Help coordinate the preparation of reports on auxiliary program performance

### **HUMAN RESOURCES**

- Assist with the recruitment, hiring, and training all New City auxiliary program employees
- Assist to ensure that all necessary and required employment forms, including background checks, are completed and on file
- Coordinate and communicate payroll as needed
- In collaboration with the Director, coordinate and conduct annual performance evaluations of all programs personnel
- Assist to hire and manage to build a stable, effective, customer-focused team

### **OTHER DUTIES**

- Participate in special assignments and projects as needed to improve school operations (i.e. buildings and grounds, safety, accreditation, committees, etc.)
- Perform other duties as assigned by the Director of Auxiliary Programs or Head of School or the Director of Finance and Operations.

### **DESIRED QUALIFICATIONS**

- Summer/auxiliary program experience with at least 1-2 years of progressively responsible experience managing summer/auxiliary programs (or equivalent)
- Bachelor's degree or equivalent work experience
- Collaborative work style; ability to interact with employees at all levels of the community
- The ability to foster positive relationships with all constituencies in an independent school environment through excellent oral and written communication skills
- A positive outlook, and a sense of humor
- A high level of integrity and an extraordinary work ethic

## MINIMUM QUALIFICATIONS

- Preferred experience and skill sets include at least five years of experience working with young children in a school and camp setting and/or an Auxiliary Programs department
- Office administration and program management experience, including strong computer skills, focusing on database work and data input (preferred knowledge of Camp Brain or other camp management systems), and familiarity with Excel
- Additional strengths include detail-oriented, organization, follow-through, excellent communication, and a collaborative spirit

## KNOWLEDGE, SKILLS, ABILITIES

- Support planning and coordination of a program and its activities
- Manage communications through media relations, social media, newsletters, etc.
- Build positive relationships within the team, school community and external parties
- Prepare paperwork and order materials and supplies
- Keep updated records and create reports or proposals
- Support growth and program development
- Ensure implementation of policies and practices
- Excellent interpersonal and communication skills
- Strong writing and editing skills, ability to write and format professional correspondence, memos, and support documentation
- Mature judgment and discretion, ability to maintain confidentiality and composure under pressure

## GENERAL REQUIREMENTS

- Passing of necessary background checks.
- Consistent and prompt attendance.
- Compliance with the provisions of the New City Faculty & Staff Handbook.

## WORKING CONDITIONS (*Schedule, Physical Demands and Work Environment*)

### *This position requires:*

- Work outside normal business hours as needed, including evenings and weekends.
- Prolonged sitting, standing, walking, climbing stairs, reaching, twisting, turning, kneeling, bending and stooping in the performance of daily activities
- Grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard.
- Near and far vision for reading and preparing written reports and other documents.
- Acute hearing when providing phone assistance
- The need to lift, drag, push, and pull files, reports, and other materials weighing up to 25 pounds is required.
- Ability to work in person/in the school building

## ORGANIZATIONAL SUMMARY

**Reports to:** Director of Auxiliary Programs

**Supervises:** Auxiliary Programs part time and seasonal staff, children enrolled in Auxiliary Programs

**START DATE:** Spring/Summer 2025

**COMPENSATION:** New City offers competitive compensation (commensurate with experience) and excellent benefits including professional development funds, generous medical, dental, vision, life and disability insurance, bereavement leave, paid parental leave, retirement benefits and tuition remission for children of faculty members.

**TO APPLY:** Please send a letter of interest, resume and list of three references (with name, relationship, phone number and email address for each; references will not be contacted without the candidate's permission) in one PDF to: **Alexis Wright, Head of School, at [auxiliaryprograms@newcityschool.org](mailto:auxiliaryprograms@newcityschool.org)**. Please indicate "Assistant Director of Auxiliary Programs" in the subject line. Candidates will be considered on a rolling basis through April 2025.

*At New City School, we recognize a diverse faculty and staff is a strength that impacts and enhances all aspects of our school. We celebrate our inclusive school environment and are eager to accept applications from candidates of all backgrounds and perspectives. New City School does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities, hiring practices or operations.*