



TITLE: Auxiliary Programs Coordinator

REPORTS TO: Director of Operations

DEPARTMENT: Business Office

STATUS: Part-time 75%, Full-Time 25% (during camps), Exempt/Salaried, Year-Round, In-Person

CORE HOURS:

Mon-Fri, 1pm - 6pm (25 hrs/wk minimum), with the exception of seasonal camps when core hours are Mon-Fri, 8:30am - 4:30pm (40 hrs/wk minimum) during Winter Camp, Spring Camp, and *Summer Ruffing It!* Camp season

START DATE: Immediate

OVERVIEW

The Auxiliary Programs Coordinator works closely with the Director of Operations, HR Generalist, and Director of Finance to coordinate and implement high quality, organized, and meaningful after school care services, after school enrichment classes, and seasonal day camps (winter, spring, and summer camps) within a Montessori environment. (Note: this is a year-round position.)

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Coordinate all planning components required to produce engaging, Montessori-focused programs for students in our After Care program, after school enrichment classes, and seasonal day camps
- Develop new, creative and engaging programs in conjunction with supervisor
- Work with HR on seasonal camp staff and vendor needs
- Supervise and provide support for after school staff, instructors, and camp counselors
- Meet regularly with supervisor regarding auxiliary programming;
- Coordinate off-site field trips and activities during camps;
- Plan, prepare, and maintain auxiliary program spaces, materials, supplies, games, and snacks;
- Coordinate auxiliary program staff orientation and training in conjunction with the Director of Operations and Human Resources;
- Coordinate facility usage with the Director of Operations, Athletics Director, Facilities Maintenance Manager, teachers, and RDH Program Director
- Maintain accurate student attendance records and ensure proper supervision and safety
- Respond to student social dynamics and communicate with families as needed
- Partner with the Director of Student Care and school nurse to support student needs, accommodations, and health compliance
- Collaborate with the Business Office to develop and manage program budgets, monitor enrollment, revenue, expenses and staffing plans
- Work with the Director of Finance to reconcile billing, contracts, and payables
- Coordinate registration forms and processes in collaboration with the Director of Operations and the Director of Development & Information Systems

- Communicate clearly and responsively with families regarding registration, schedules, program details and any changes
- Collaborate with the Director of Marketing & Communications on program promotion (brochures, website, social media, advertising)
- Maintain program calendars and coordinate schedules with the Administrative Coordinator
- Support teachers, staff, and students as needed
- Attend meetings and school events as required
- Perform additional duties as assigned by the Head of School or supervisor

QUALIFICATIONS: EDUCATION, SKILLS & EXPERIENCE:

- Associate's or Bachelor's degree in a relevant field or equivalent experience
- Minimum of one year of experience in childcare, after school programming, or camp planning
- Independent school experience preferred
- Strong organizational, administrative, and record-keeping skills
- Excellent written communication and attention to detail
- Proficiency in Google Workspace, Microsoft Office, and database systems
- Ability to manage multiple priorities, deadlines, and changing needs
- Strong problem-solving skills and a positive, service-oriented approach
- Ability to work independently and collaboratively while embracing integrity, respect, and fairness
- Alignment with the school's mission and Montessori philosophy
- Completion of required emergency operations training; First Aid and CPR/AED certification
- Ability to manage budgets, enrollment, and program logistics effectively
- Consistently meets the school's professional expectations

Compensation & Benefits:

The annualized salary range is \$35,000 - \$45,000, commensurate with qualifications and experience. Benefits include health, dental and vision options, life & LTD, paid time off, paid holidays, 403(b), professional development opportunities.

To Apply:

Interested candidates are encouraged to send a letter of interest and current resume to employment@ruffingmontessori.net. No phone calls please.

Employer Statement:

Ruffing Montessori School is an Equal Opportunity Employer committed to fostering a diverse, equitable, and inclusive community—one in which everyone is valued, feels safe, and belongs regardless of race, color, national origin, veteran status, ancestry, culture, religion, age, ability, socio-economic status, familial status, or sex, including sexual orientation and gender identity, or any other characteristic protected under federal, state, or local anti-discrimination laws. Peace education is an essential part of Dr. Montessori's pedagogy. Our faculty and staff model peace education in their words, actions, and lessons. Peace education is the foundation for children to develop into healthy and joyful adults who will work to ensure freedom, dignity, safety, equitable treatment, and a fair/equitable standard of living for themselves and others.

"The needs of humankind are universal. Our means of meeting them create the richness and diversity of the planet. The Montessori child should come to relish the texture of that diversity."

– Dr. Maria Montessori