

Old Trail School

Old Trail School is an independent, coeducational day school in Northeast Ohio, serving 440 students from toddlers through grade 8. Founded in 1920, Old Trail offers a holistic and hands-on approach to education, taking learning beyond the classroom and into the wide-open spaces of its picturesque 62-acre campus, nestled in Cuyahoga Valley National Park. Guided by its Core Values of Respect, Responsibility, Goodness and Service, Old Trail is dedicated to an inclusive environment where all students are known, heard and valued. As the nation's only independent school located in a national park, Old Trail and its community have daily access to abundant resources, unparalleled experiences and a beautiful setting to call home.

Old Trail School is an Equal Opportunity Employer, and all employment decisions are made without regard to religion, gender, race, color, national or ethnic origin, marital status, sexual orientation, physical challenge, or veteran status. This policy extends to all aspects of recruiting, hiring, promotion, training, compensation and benefits.

If you have questions or a grievance related to this policy, please contact Sarah Johnston, Head of School, at 330.666.1118 or mail to: Old Trail School, 2315 Ira Road, P.O. Box 827, Bath, Ohio 44210-0827.

POSITION: AUXILIARY PROGRAMS MANAGER

START DATE: IMMEDIATE HIRE

REPORTS TO: CHIEF FINANCIAL OFFICER

CLASSIFICATION: FULL-TIME, EXEMPT; SALARIED WITH BENEFITS

HOURS: 10AM-6PM

COMPENSATION: COMPETITIVE WITH AREA INDEPENDENT SCHOOLS

JOB DESCRIPTION

Under the direction of the CFO, the Auxiliary Programs Manager is responsible for the development, coordination, public relations and human resources functions of the auxiliary programs—including summer camp, extended care and staycation programming.

- 1. Program Management**
 - Manages the programs to ensure a safe and secure environment for the children.
 - Directly supervises children when necessary.
 - Establishes routines, provides positive guidance, and enforces policies and procedures, including disciplinary policies, in accordance with the school's policies and procedures.
 - On-campus supervision and coordination of day-to-day aspects of all programs.
 - Establish and maintain safety and health standards and protocols to provide a safe environment for all students and staff.

- 2. Human Resources**
 - Responsible for the recruitment, hiring, and training of auxiliary program employees and contractors.
 - Supervises and evaluates the performance of employees in accordance

- with school policies.
 - Creates flexible work schedules to proactively and efficiently maintain program with minimal disruption.
 - Oversees and administers program contracts/requirements for external contractors and organizations.
 - Maintain and revise, as needed, the Summer Camp and OTS+ Handbook.
- 3. Administration**
- Coordinates and organizes registration for auxiliary programs (class rosters, processing of registration and confirmation letters, parent communication, etc.).
 - Monitors revenues and expenses and manages programs in accordance with budgetary restrictions.
 - Maintains auxiliary program databases in CampBrain.
 - Prepares reports for and communicates with administration to keep them abreast of program changes and issues.
 - Coordinates busing options with the Transportation Supervisor.
 - Organizes and maintains all communication, in coordination with the Director of Communications & Marketing, to parents/community regarding auxiliary programming.
- 4. Program Development**
- Designs, enhances and assesses current programs, and where appropriate, expands auxiliary program offerings aligned with the school's mission and to meet the needs of children and families.
 - Works with the Director of Communication to plan and coordinate the publishing and advertising of program catalogues, brochures, schedules and/or handouts, and related website content.
- 5. Other**
- Participates in special projects to improve school operations, such as system upgrades & conversions, accreditation, task force committees, etc.
 - Performs other duties as assigned by the CFO and Head of School.

REQUIRED QUALIFICATIONS & SKILLS:

- Bachelor's degree in related field with at least 2 years of experience working with children.
- Proficient in MS Office products, including Excel, Word, PowerPoint
- Excellent skills in oral and written communications
- Close attention to detail
- Customer-oriented with excellent people skills
- Ability to work with and get along well with other members of the team
- Ability to multi-task and handle time sensitive deadlines
- Ability to work flexible hours

In addition to the primary responsibilities listed above and understanding that not all tasks involved with these responsibilities are itemized, the Manager of Auxiliary Programs is also required to perform any task assigned by the Chief Financial Officer on an "as needed" basis. It is expected that the Manager will show initiative in problem-solving, be of assistance to team members, and contribute to the school in a positive and proactive manner.

All applications should include a cover letter and resume.