Director of Auxiliary Programs  
The St. Paul’s Schools  
Brooklandville, Maryland

stpaulsmd.org

Southern Teachers is assisting The St. Paul’s Schools with its search for a director of the school’s robust range of summer, before, and after school programs and campus rental activities. The Director will develop and manage programs that are in keeping with St. Paul’s educational mission and that appeal to the recreational interests of students and external constituents.

The Director will oversee the CampBrain registration and accounting system; work with third-party providers and partnerships to enhance programs; coordinate The Dance Conservatory program with the school’s Artistic Director; collaborate with the CFO to set program pricing and monitor revenues and expenses; and help the communications team develop marketing strategies and an effective presence on the website and in social media. He or she will help oversee all safety and health protocols, submit timely requests for facilities needs to coordinate with summer capital projects and camp spacing, work with the CFO to report auxiliary program revenue and progress, coordinate staff orientations, and ensure ordering of materials and supplies. During summer camp, the Director fields parent phone calls; responds to email inquiries; manages weekly communication with parents, camp staff, and providers; works with Maryland Child Protective Services to submit licensure and comply with applicable regulations; and remains available for summer camp agent visits and reporting needs. He or she works with the Executive Director of Human Resources to review applications, schedule interviews, hire staff, and ensure that onboarding paperwork and fingerprinting have been completed before the summer camp start date.

Candidates must have at least years’ experience overseeing auxiliary or similar programs and, ideally, experience with CampBrain or similar systems. They should be detail-oriented, good at managing numerous small and large tasks, proficient with Microsoft Office and related technology, and proficient in communicating accurate information with a variety of constituencies.

The St. Paul’s Schools is a family of independent schools serving more than 1400 students from ages six weeks through grade twelve. Coeducational in the Pre and Lower School, with single-gender Middle and Upper Schools, the schools share a 120-acre campus, an Episcopal affiliation, and a focus on developing confident, well-balanced students who will use their education and ethics to improve the world.

To apply, please complete the online Application to become a Southern Teachers Candidate and submit a cover letter explaining your interest in and qualifications for this position, which begins in July 2022.