



**SOUTHERN TEACHERS**  
A G E N C Y

**Director of Enrichment Program**  
**Saint Mary's Hall**  
**San Antonio, Texas**

[www.smhall.org](http://www.smhall.org)

**Southern Teachers** is assisting Saint Mary's Hall as it seeks a Director who, as a member of the senior administrative team, will be responsible for all aspects of operating and coordinating the school's Enrichment Program, which includes the After School and Summer Programs. The Director will assess and enhance current programs and develop new programs, which entails managing budgets, monitoring revenue and expenses, and organizing marketing, such as the Summer Program catalog, advertisement opportunities, webpage information, and After School marketing materials.

The Director oversees program registration and processing of forms and confirmation letters; responds promptly to program inquiries; plans and coordinates participant recruitment; coordinates collection of payments and handling of invoices with the Business Office; administers the recruitment, interviewing, and hiring of program employees and volunteers; and oversees program contracts, including those with off-campus organizations. He or she works with the Chief Technology Officer to coordinate enrichment technology use and tech support; with the Director of Marketing and Public Relations to create effective publications and other advertising; and with the Director of Facilities to ensure a safe and engaging environment for students. The Director maintains the program database, prepares summary reports, provides on-campus supervision of day-to-day operations of all in-house camps, and annually evaluates all Enrichment Programs staff.

Candidates must hold at least bachelor's degrees in business or related fields. Prior experience running similar programs is a plus. They must have excellent interpersonal skills in training volunteer staff and supervising student participation and conduct; strong language skills in reading and interpreting documents and writing routine reports and correspondence; clear reasoning skills in understanding and carrying out written and oral instructions and ascertaining people's needs for immediate assistance; and basic computer competency with word processing, graphic software, and internet functions, as well as applications used in the regular functioning of the school.

Saint Mary's Hall was founded in 1879 on the principles of knowledge, self-confidence, and respect for others. Originally organized by the Episcopal Church, SMH is now an ISAS-accredited independent school enrolling over 1000 students, starting as young as three years old, from families of all faiths. The beautiful sixty-acre campus is gated and patrolled by security staff at all times.

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 2017.