



POSITION AVAILABLE: DIRECTOR OF AUXILIARY PROGRAMS

Kingsley Montessori School is a Toddler through Sixth Grade independent school of 300 students in Boston's historic Back Bay. Our mission is to engage the mind, hands, and heart of each child to nurture resilient explorers, confident learners, and empathetic citizens. We seek candidates who will broaden and support the racial, cultural, and gender diversity of our school community. Kingsley's high standards of professionalism are maintained through supportive and ongoing supervision and evaluation, development, and growth.

DESCRIPTION

The Director of Auxiliary Programs reports to the Associate Head of School/Chief Financial and Operating Officer and creates and oversees the full range of auxiliary offerings: after school care, after schools clubs, music lessons, vacation camps, and Summer in the City, Kingsley's summer program. The director has responsibility for program, personnel, and financial performance in a key school role that is creative and entrepreneurial. The director is the first point of contact for families and assists in community building, retention, and outreach. As the position works across the school's two buildings and with numerous external partners, excellent relationship building and collaboration skills are essential. This is a year-round position and is eligible for benefits. Hours are typically 10:00 AM to 6:00 PM, Monday through Friday, with adjusted summer hours.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Developing and overseeing sustainable, revenue-generating programs on Kingsley's campus during the school year and in the summer
- Hiring and supervising personnel who directly manage income-producing programs
- Assuring consistency and integrity in the financial operations of each program
- Overseeing program development and implementation based on profitability
- Assessing the impact of each program, both financially and strategically, on the mission of Kingsley and its position in the marketplace
- Developing, managing, and enhancing after school programs and vacation programs
- Developing, managing, and enhancing summer academic and summer camp programs
- Identifying and coordinating rental opportunities for school facilities
- Developing and marketing specialized programs, such as teacher training courses, prep

classes, and similar programs

- Exploring opportunities for leveraging the intellectual capital of the School
- Coordinating facilities use with with Educational Leadership Team and CFO
- Ensuring student safety and well-being
- Collaborating with Marketing Director to create promotional materials
- Providing excellent customer service to parents, teachers, and children

REQUIREMENTS

Bachelor's degree required, master's preferred. Five to seven years of administrative leadership experience in a non-profit setting as well as experience working with children. Excellent verbal and written communication skills and impeccable attention to detail expected. Experience with Google Mail and Docs required. The ideal candidate will have an entrepreneurial background, familiarity with marketing, and an enthusiasm for creating and guiding startup ventures. Kingsley seeks candidates who will add to the racial, cultural, and gender diversity of our school community.

APPLY TODAY

To apply for a position, please send the following:

- A cover letter describing your interest in the position
- A current resume
- List of three references with email and phone (references will not be contacted without your permission)

Email applications to: working@kingsley.org with the subject "Director of Auxiliary Programs"

Standard Benefits

- Competitive, independent school salaries
- 403b plan retirement plan
- Health and Dental coverage and Flexible Spending (FSA)
- Group Life Insurance
- Extensive professional development opportunities
- Qualified transportation program
- Tuition remission up to 50% for children of full-time employees