



St. Peter's School

Director of REACH and City Curriculum

The Director of REACH and City Curriculum is responsible for developing and leading all aspects of the REACH Afterschool and summer programs, in addition to coordinating usage and rental opportunities. The Director connects to our curriculum and oversees the City Curriculum, a program of all outreach and community connections for our students. The role is responsible for staff hiring and supervision, contracting vendors, scheduling, and programming. They will work directly with our Director of Marketing and Communications for marketing the programs internally and externally. This is a full time position reporting to the Education Program Director.

The person in this role will oversee:

- A program that provides aftercare for all students from 3:00-5:30 PM Monday through Friday. The program includes care and engaging and enriching programs for families to choose from.
- Organization of “vacation camps” and supervision during professional development opportunities throughout the year (See calendar)
- The REACH Summer Program (ages 3-7) in Summer 2024

Responsibilities include but are not limited to:

REACH Program:

- Develop, plan, coordinate, oversee, implement and evaluate all aspects of a successful and high quality REACH program
- Manage all marketing and promotional activities, including attendance at internal promotional events (some taking place on weekends or during drop off and pick up)
- Develop relationships and maintain ongoing communication with faculty and families
- Actively pursue diversity of staff and families in program
- Coordinate with the School nurse, Education Program Director, and Maintenance staff to ensure compliance with all health regulations

Summer Program

- Design, plan, implement and oversee the Summer Program for 2024
- Develop partnerships with arts faculty and organizations to support the program

- Manage all marketing and promotional activities, including attendance at internal and external promotional events (some taking place on weekends or during drop off and pick up)
- Coordinate and manage trips for Summer Camp
- Coordinate with the School nurse, Education Program Director, and Maintenance staff to ensure compliance with all health regulations

Staff Supervision

- Work in conjunction with SPS Administration to oversee personnel and programming decisions
- Hire, train, and supervise all REACH and Summer Program employees and ensure that staff follow prescribed duties and responsibilities, providing feedback, and corrective action plans where necessary
- Manage and evaluate REACH and Summer Camp programs vendors on an ongoing basis
- Coordinate and manage hiring and supervision of staff for the program to meet budget goals
- Oversee all staff development and training
- Manage the budget including program expenses, staff and marketing

Qualifications and Skills:

- Bachelor's degree required, graduate degree preferred
- Must be certified in CPR/PRO and RTE
- Have at least 3- 5 years of camp experience and teaching experience
- Experience working with children 3-13
- Experience with implementation of regulations and standards for camps as set by the *American Camp Association* and the Department of Health
- Facilitate a campus environment that invites creativity, promotes initiative, encourages safety, and supports staff
- Experience hiring and managing a diverse staff team
- Experience in teaching and implementing conflict resolution
- Strong critical thinking, problem solving ability and flexibility
- Experience creating and following a budget
- Proficient in google docs
- Must have strong written and verbal communication skills
- An entrepreneurial spirit, with a drive to develop new programs and new solutions to meet community needs and balance budget goal
- Commitment to and interest in a urban education

Interested and qualified candidates should submit the following materials:

- A cover letter expressing interest in this particular position
- A current and comprehensive résumé
- Writing samples: 2 pieces geared towards different constituencies
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission)

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