Director of Summer and Extended Programs
Mercersburg Academy

This position provides the opportunity for an energetic professional to thrive in a fast-paced environment as part of a dynamic and well-organized office. This is a 12-month, senior administrative faculty position that reports directly to the Head of School and is a member of the 11 person senior administrative group. Residential and athletic or extracurricular duties are required. School housing is provided.

Responsibilities:

General  Provide vision and direction for an office charged with supplementing the admission process, enhancing alumni relations, being a good partner with the local community, providing and supplementing employment opportunities, and producing appropriate revenue for the school; Manage a full time staff consisting of an Associate Director, Assistant Director, and two administrative assistants; Facilitate the operation of Mercersburg’s internal and external summer programs, summer and school year rentals, and school-based travel programs; Oversee the creation, organization, and operation of summer and extended programming, marketing, scheduling, staffing, and budgeting.

Marketing  Design, coordinate, and oversee the implementation of a marketing plan that includes enrollment management, analysis of advertising and other venues, as well as relative summer opportunity events; Travel as a primary representative of the office during the marketing season.

Finance  Manage a budget that produces $1+ million in revenue for the school. This includes the creation of summer program and break travel program budgets, as well as administrating the general office budget.

Summer Programs  Directly oversee all internal and external summer programs. Specifically, coordinate the successful operation of all internal programs and, if necessary, direct one of the three Adventure Camps.

Extended Programs  Oversee the rental of facilities within the appropriate framework of the school’s guidelines. Oversee all administrative aspects of the school’s break travel programs.

Other  Act as a standing member of several committees and groups, including the Calendar Committee, Break Travel Group, and the Senior Administrative Group.

Knowledge, Skills & Abilities:

- Excellent knowledge of the principles, philosophy, and practices of recreation administration (e.g., program planning, leadership, risk management, budgeting, marketing & public relations).
- The ability to plan, promote and evaluate programs for the SEP office.
- The ability to establish and maintain effective working relationships with internal and external constituents.
- The ability to communicate effectively orally and in writing.
- The ability to lead and manage staff.

Requirements:

- Bachelor’s degree, preferably in marketing, budget management, or recreational administration.
- Experience in a camp or summer programs atmosphere.