



Director of Auxiliary Programs

Berkeley Carroll School
Brooklyn, New York

Mission

A passion for learning is at the heart of Berkeley Carroll. Our school is an intellectual, creative, and equitable community where devoted teachers challenge and engage talented students. Our demanding curriculum and vibrant civic life prepare our diverse graduates for success in college and for the greater endeavor—a life of critical, ethical, and global thinking.

The Berkeley Carroll School is a Pre-K through grade 12 college preparatory school of close to 1000 students located in the Park Slope section of New York City. Our vibrant intellectual community draws students from all over the city, admission to the school is competitive, and both our parents and students value achievement and community.

Berkeley Carroll, one of the oldest college prep schools in New York City, has had a great respect for academic tradition since it was founded in the late 19th century. Throughout its evolution from the original Berkeley Institute to the present day, the school has been committed to providing a rigorous college preparatory program and a hands-on approach to education that focuses on critical, ethical and global thinking.



Carney
Sandoe
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com

Director of Auxiliary Programs

Berkeley Carroll is looking for a Director of Auxiliary Programs. This is a full-time, 12-month position on campus. This person is responsible for all non-academic school activities, including afterschool programming, summer camps, school year camps, rentals and the hiring, training and oversight of staff supporting those programs. The successful candidate will have strong enthusiasm for auxiliary programming for young people and will take initiative, having experience leading educational, after school or camp programming. This position reports to the Director of Operations.

Responsibilities

Program Development and Implementation

- Develop program offerings and oversee registration process for afterschool, summer camp, Faculty Kid Camp and mini day camp programs.
- Develop and monitor budgets for all afterschool, summer camp and mini day camp programs.
- Ensure appropriate staffing levels for all programs, including hiring, training and oversight.
- Manage daily operations of the afterschool playgroups and courses.
- Coordinate with program directors to secure annual camp permits, comply with DOH guidelines, engage vendors and arrange field trips.
- Oversee marketing and outreach efforts for all programs.
- Work to strategically expand the afterschool offerings at the Middle and Lower Schools.
- Collaborate with the Lower and Middle School Administrative team, staff, and parents as needed to establish student expectations and norms for engagement.
- Communicate with parents and vendors to respond to questions and uphold school policy.
- Supervise the Assistant Director of Auxiliary Programs Manager, the Afterschool Manager and all other auxiliary staff.
- Explore new program offerings and initiatives to generate additional revenue.



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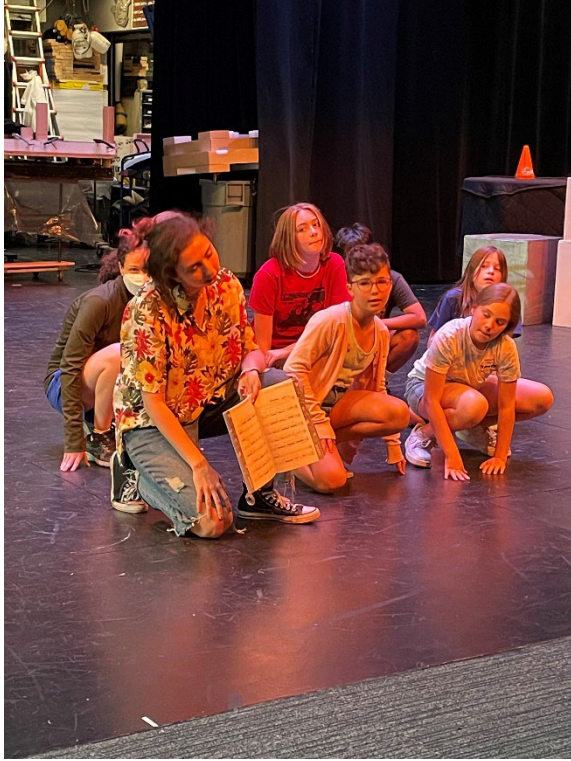
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Responsibilities (continued)

Rentals

- Manage bookings from outside rental groups, generate positive relationships and develop new opportunities.
- Create and send contracts for rentals and collect insurance documents.
- Coordinate logistics for rentals, including security, maintenance and AV/Tech.
- Attend some rental events on evenings and weekends, as needed.

Qualifications

- BA in education or relevant field (MA is a plus)
- 3+ years experience in an educational setting, preferably in education or camp administration
- Experience in program management and supervising staff
- Excellent interpersonal and communication skills that lead to the cultivation of relationships with parents, colleagues, and students/campers
- Ability to manage sensitive and confidential situations
- Highly organized with an ability to multitask and prioritize work
- Committed to working in a collaborative, team-oriented environment
- Great attention to detail
- Experience working with transportation programs, a plus



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Compensation

Salary and benefits are highly competitive and will be offered commensurate with experience and credentials. The salary range for this position is \$100k-130k. This full-time position begins as soon as possible.

To Apply

Please send resume/CV, letter of intent, list of five references with contact information (references will not be contacted until the candidate is notified), and statement of philosophy of education and leadership to Namita Bhattacharya (namita@carneysandoe.com) and Donisha Thaxton (donisha.thaxton@carneysandoe.com). **Please do not contact the school directly.**

Berkeley Carroll is committed to creating an environment that includes a diversity of perspectives and to cultivating an equitable, inclusive learning community in which everyone has the opportunity to experience a sense of belonging. Candidates with a demonstrated commitment to and experience with diversity, equity or inclusion work are especially encouraged to apply.



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