



CONGRESSIONAL SCHOOL

DIRECTOR OF AUXILIARY PROGRAMS

Location: Falls Church, VA

Post Date: February 2024

Reports To: Head of School

Compensation: Competitive salary with generous benefits package

THE OPPORTUNITY

Congressional School is currently hiring for a Director of Auxiliary Programs, a leadership position that provides oversight of a robust range of summer and after-school programs. The flagship auxiliary program, Congressional Camp, is regarded as one of the premier summer camp programs in the country. This role represents an enviable opportunity for an experienced auxiliary program director to leverage the many assets of Congressional and lead a well-established auxiliary department including four full time personnel. The Director of Auxiliary Programs will report to the Head of School and work collaboratively with other departmental leaders. It will be the responsibility of the new Director to build upon the high quality of existing programs while seeking new opportunities for growth and expansion.



SCHOOL DESCRIPTION

Congressional is a historic and pioneering institution of over 80 years with an outstanding legacy of achievement. Known for doing what works best for children at each stage of their development, Congressional is the destination for smart, thoughtful, curious, and ambitious children who seek a transformative education. With small classes, a strong emphasis on faculty-student interaction, and an academic program that emphasizes active learning, intellectual rigor along with appropriate support, we help students become thoughtful, critical thinkers, lifelong learners, and leaders who will positively impact our world. Congressional students are passionate about all that they do, inside the classroom and out, and they work and play hard. The faculty are committed to their teaching, using the latest research and best practices to ensure students are prepared for a life of meaning and purpose. The campus supports the work of students and faculty, and provides a vibrant culture that complements and expands on the knowledge created in our classrooms and labs. Across the grades, Congressional students and teachers are inspired by the core values of integrity, kindness, perseverance, respect, and responsibility.

Congressional School serves over 400 students and 2,000 campers annually through its academic and summer programs. Congressional School develops great thinkers and leaders by encouraging students to explore, embrace challenge, and grow through an innovative academic program—all in a diverse and caring community.

History: Founded in 1939

Location: 40 acre campus in Falls Church, VA inside the Beltway

Students: 470 students, Infant through Grade 8

Faculty: 7:1 student to teacher ratio with 2-3 teachers in each Lower School classroom

Website: www.congressionalschool.org



CURRENT VISION AND STRATEGIC PRIORITIES

As Congressional looks to the future, Head of School, Dr. Edwin Gordon, has shared four core priorities designed to build on past successes and ensure Congressional School continues on the path of excellence.

- **Sustain excellence in all educational programs**
- **Continue to promote faculty excellence teaching and professional development**
- **Enhance the quality of facilities and infrastructure**
- **Diversify and expand the school's sources of revenue**

CONGRESSIONAL SCHOOL'S STATEMENT OF DIVERSITY, EQUITY, AND INCLUSION

"Congressional School's Diversity, Equity, and Inclusion Committee, in partnership with the broader Congressional community - past, present, and future - continuously strives to recognize, respect, engage, and celebrate the individual differences and identities represented in our community. We seek to advance diversity of race, religion, ethnicity, gender, sexual orientation, socioeconomic status, physical ability, or any other distinguishing feature through the recruitment and support of students, faculty, staff, administrators, and Trustees representing diverse identities."

CONGRESSIONAL FACILITIES

Congressional's 40 wooded acres and extensive facilities provide an ideal learning environment for children throughout the year. In particular, the campus includes:

- An aquatic center with 2 swimming pools and a water slide
- Devers Gymnasium and an outdoor, multi-purpose sport court
- A challenge course with over 35 different climbing elements including zip line and climbing tower
- An equestrian center with 10 horses
- 3 playgrounds and an outdoor amphitheater
- Tripps Run Creek running through campus for exploration and environmental education



CONGRESSIONAL AUXILIARY PROGRAMS

Extended Hours Program and After School Activities

The Extended Hours Program (EHP) offers fun and educational childcare for our preschool through 8th grade students before and after school each day. In the afternoons, Pre-School - 8th grade students have the opportunity to eat snack and complete homework in a supervised, classroom-based study hall. They can also choose from a variety of activities each day, which are run by a qualified staff of experienced counselors.

In addition to the Extended Hours Program, students may also enroll in a variety of after school electives. Examples of after school classes include FitKids Sports Mix, Lemonade Stand Entrepreneurs, Tinkerlab, Chess Wizards, Joy of Dance, and Equine Lessons. The courses run for 6-8 weeks, rotating on a trimester basis.

Congressional Horse and Riding Academy

Horses have been a part of Congressional School since its founding in 1939. Congressional's herd of horses resides on campus during the warm months of the year, used for learning opportunities in science and art classrooms as well as a part of the Congressional Riding Academy offered as an after-school activity during the fall and spring months. In the summer, Congressional Camp offers riding lessons during Pony Camp and other riding opportunities for day camp. Additionally, the herd is integrated in Colts Care, a special social emotional learning program that gives small groups of students an opportunity to learn how to care for and interact with the herd.

Congressional Summer Camp

With over 80 years of experience, Congressional Camp prides itself on a wide variety of program offerings for campers age 4 to 14. The camps are highly regarded throughout Northern Virginia and Washington DC for their quality and high caliber staff.



Day Camp

Day Camp is a traditional favorite with a variety of camp activities including nature, sports, arts, horseback riding, archery, swimming and many more fit into a weekly schedule.

Great Adventures

Great Adventures is a uniquely designed program for the youngest campers entering Preschool or Kindergarten. The program features a variety of activities including Art, Science, Cooking, Nature, Pony Rides, and Daily Swimming.

Summer Academy

These offerings are academically focused and allow campers to receive small group instruction on a daily basis for one hour during the camp day. A variety of courses are available including reading, math, foreign language, and STEM offerings.

Specialty Camps

Specialty Camps are designed to allow for greater exploration into favorite activity areas. Popular offerings include Pony Camp, Congo Chefs, and Engineering.

Travel Camps

For those campers looking to explore beyond the campus, Travel Camps depart daily for adventures and excursions in the DC area. Past trips have included water parks, museums, laser tag, and bowling.

Additional Camp Services

Congressional also offers a full slate of additional services for families in the summer included and extended hours program, transportation, and daily lunch and snack.

Facility Rentals and Transportation

The Director of Auxiliary Programs also oversees school transportation as well as facility rentals throughout the year.

AUXILIARY PROGRAMS STAFF

In addition to the Director, the year round management team includes an Assistant Director of Auxiliary Programs, an Auxiliary Programs Coordinator, and an Auxiliary Programs Associate. The department works closely with other school departments including the Business Office, Human Resources, Admissions, Marketing, and Facilities. Each summer, Congressional Camp hires over 200 seasonal staff members chosen for their skills, depth of experience, and strength of character.



DIRECTOR OF AUXILIARY PROGRAMS

The Director of Auxiliary Programs is responsible for the development, implementation, and oversight of Congressional School's summer program, Summer Academy, extended hours program, and other non-tuition, revenue-generating programs. The Director of Auxiliary Programs will ensure that all programs offer fun, safe, and enriching opportunities for students and align with Congressional School's vision, mission, and values. The Director of Auxiliary Programs will develop and implement both short- and long-term plans for programming, marketing, leadership, budget, and staffing. The Director of Auxiliary Programs will work with a diverse group of administrators and staff, support a campus-wide approach, and be creative, motivated, and flexible; exhibit integrity and discretion; and work collaboratively with colleagues.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop and implement innovative camp programming, activities, and procedures that keep Congressional Camp competitive and relevant.
- Develop, manage, and enhance after-school programs.
- Develop and oversee sustainable, revenue-generating programs on Congressional School's campus during the school year and in the summer.
- Assure consistency and integrity in the financial operations of each program.
- Assess the impact of each program, both financially and strategically, on the mission of Congressional and its position in the marketplace.
- Ensure delivery of all programs and activities in a safe and quality manner.
- Provide timely schedules and overviews of programs to parents as appropriate.
- Ensure excellent and age-appropriate activities for all programs.
- Evaluate new programming each year for effectiveness and viability for sustained programming based on enrollment numbers and feedback and report back to Head of School.
- Prepare and analyze enrollment trends.
- Develop and monitor budget for camp operations.
- Design and implement a marketing plan to increase camper attendance and camp usage.
- Develop and implement recruitment and retention strategies.
- Recruit staff based on camper enrollment and program management requirements.
- Maintain, via effective training, supervision, and evaluation, high standards of staff professionalism and behavior.
- Develop and implement an orientation plan for assigned staff.
- Ensure safety of all staff, adherence to all Congressional School policies and procedures, and compliance with guidelines by regulatory agencies.
- Supervise and evaluate health office during summer season.
- Ensure full compliance with state, county, and Congressional School health and safety standards, including proper record-keeping.
- Plan and oversee spring break camps.
- Actively research competitive camp programs, including visits as applicable, with an eye towards enhancements each year to retain continuing families and engage new-to-camp families to Congressional Camp.
- Design and implement a varied, enriching, and age-appropriate after school activities course list that will appeal to children and parents.
- Identify and build relationships with both in house staff and outside vendors to provide a diverse and innovative after school program offering.
- Explore opportunities for leveraging the physical resources of the School.

DESIRED QUALIFICATIONS

Successful candidates will have the experience and expertise to manage Congressional School's Auxiliary Programs to the highest degree of educational excellence. They will be motivated by an entrepreneurial spirit and committed to continuous program innovation. Candidates should be prepared to demonstrate the following experience and personal qualities:

- Minimum of a Bachelor's Degree in education, camp administration, recreational management or a related field, Masters preferred.
- Eight years of relevant experience working in camp programs and administration, specifically those that involve multi-faceted programming, experiential and outdoor education, youth development, and leadership training.
- Demonstrated ability and experience in creating, administering, supervising, and implementing all aspects of a camp program for a children's camp.
- Significant marketing and/or personnel management experience.
- Demonstrated ability and experience in training, supervising and evaluating staff.
- Well-developed collaborative work style; ability to interact with employees at all levels of the community.
- An effective manager, capable of guiding a team while facilitating and supporting their growth and productivity.
- The ability to design an experience, program, curriculum, or product, based on a deep understanding of what the audience and community values.
- A strategic thinker with the ability to implement change that drives growth in participation and revenue.
- Demonstrated ability to develop financial models for new programs and to manage a budget.
- Expertise in marketing using a variety of technology resources.
- The ability to foster positive relationships with all constituencies in an independent school environment through excellent oral and written communication skills.
- An independent and visionary thinker capable of understanding the full scope of projects while seeing individual tasks through to completion.
- A high level of integrity and an extraordinary work ethic.



NOTICE OF NON-DISCRIMINATION POLICY

Congressional School is an Equal Opportunity Employer and it is the School's policy to prohibit discrimination on the basis of any legally protected category and to afford equal employment and advancement opportunities to employees and qualified applicants without regard to race, color, religion, sex, gender, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, national origin, age, disability, genetic information or characteristic, marital status, amnesty or status as a covered veteran, military service, application for military service, or any other status protected by applicable federal, state and local laws.

TO APPLY

SPARC, the Summer Programs and Auxiliary Revenue Collaborative, is acting on behalf of the school to recruit candidates for this position. Candidates should apply online at:

Director of Auxiliary Programs Application

Your online application will require the following:

- Cover letter addressed to: Congressional School
- Resume or CV

Thank you for your interest in this opportunity. You will be contacted upon receipt of your submission. If you have any questions, please contact SPARC at: [**info@sparcnational.com**](mailto:info@sparcnational.com).



SUMMER PROGRAMS
AND AUXILIARY REVENUE
COLLABORATIVE