



THAYER ACADEMY

DIRECTOR OF AUXILIARY PROGRAMS

Location: Braintree, MA

Post Date: December 2023

Reports To: Chief Finance and Operations Officer

Compensation: Competitive salary with generous benefits package

THE OPPORTUNITY

Thayer Academy is currently hiring for a Director of Auxiliary Programs, a newly created leadership position that provides oversight of a robust range of summer programs, as well as the school store and facility rentals. This role represents an enviable opportunity for an experienced auxiliary program director to leverage the many assets of Thayer and build upon the strength of the school's reputation. The Director of Auxiliary Programs will report to the Chief Financial and Operations Officer and work collaboratively across other departments of the school. 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.



THAYER ACADEMY PROFILE

Located next to Braintree's historic district and just up the hill from the MBTA's final Red Line stop is the historic 34-acre campus of Thayer Academy. Since 1877, this coeducational day school for grades 5-12 (Middle School, grades 5-8; Upper School, grades 9-12) has cultivated an enabling and empowering environment where each student is affirmed, supported, and challenged. Thayer continues to be a place where tradition and innovation meet, and where students form lifelong relationships with one another and with inspiring teachers who care deeply about their students' personal growth and academic success.

Thayer prides itself on its vibrant and varied community as an urban/suburban school that has embraced opportunity and diversity from its founding class nearly 140 years ago. This history of diversity is reflected today with a student body hailing from more than 70 towns in Massachusetts and several countries around the world. And with more than 35% of students receiving financial aid, Thayer is a socio-economically diverse community that looks and feels like the world beyond its doors.

Thayer is rooted in the intentionally holistic education of its students, who are viewed not solely as athletes or academics, but as whole individuals with affinities and talents in many areas. Unique to Thayer, because of deliberately coordinated scheduling, it is possible to be both a varsity athlete and sing on stage in the school musical - students are not forced to choose one path or another. The resulting community found at the Academy is vibrant and affirming, the culmination of students working together in the classroom, on the playing fields, and on the stage. There is a supportive and collaborative camaraderie that pervades the halls and campus - one where students view their classmates as partners, encouraging one another to discover their hidden talents and develop them into lifelong strengths.



History: Founded in 1877

Location: 34 acre campus in Braintree, MA

Students: 732 students in grades 5-12; 25% identify as students of color

Faculty: 99 full time faculty members; 68% with master's degrees or higher

Financial Aid: \$9 million in financial aid received by 37% of students

Website: www.thayer.org

Thayer Academy's mission is to inspire a diverse community of students to moral, intellectual, aesthetic, and physical excellence so that each may rise to honorable achievement and contribute to the common good.

DIVERSITY, EQUITY AND INCLUSION AT THAYER

Since it first opened its doors in 1877, Thayer Academy has fostered a co-educational environment that affords equal access to students from a broad range of socio-economic circumstances, so they may pursue and develop their talents, interests, and passions. Thayer Academy remains committed to providing a safe, welcoming, and inspiring environment for every student in its community. We value the commonalities that unite us and celebrate the diversity which makes this community stronger and more vibrant -- a diversity that embraces, but is not limited to: race, religion, age, ethnicity, sexual orientation, gender identity, learning style, physical ability, family makeup, and socioeconomic status.

THAYER FACILITIES

Thayer's 34 acre campus includes an impressive array of academic, athletic, and artistic facilities including:

- 11 science labs
- 2 robotics labs
- 2 theaters
- 7 art studios
- 54 classrooms
- 2 libraries
- 2 collaborative design labs
- 3 gymnasiums
- 11 athletic fields
- 1 ice rink
- Indoor and outdoor tennis courts
- Turf fields
- Track
- Outdoor swimming pools



THAYER AUXILIARY PROGRAMS

Camp Thayer

Camp Thayer is a co-ed day camp that runs for 8 weeks each summer with a wide variety of daily schedule options, providing children ages 3.9 to 14 with an engaging and stimulating setting where they can actively enjoy the summer. At Camp Thayer, dedicated teachers and counselors provide support and guidance to campers in a wide range of activities.

Programs include:

- Lower Camp
- General Camp
- Theater Specialty Camps
- CIT Program



Thayer Academy Collaborative

The Thayer Academy Collaborative provides expanded learning opportunities to students from underrepresented groups with academic potential and curiosity. Through leveraging the Academy's resources and opportunity-centered teaching, the Collaborative seeks to avert summer learning loss and academically empower students from Boston and the South Shore area.



Thayer Summer Sports Clinics

Thayer offers a range of summer sports clinics serving its students in grades 5 through 12. Sports offerings include basketball, field hockey, football, soccer, lacrosse, volleyball, and strength and conditioning. All clinics are led by Thayer head coaches.



Facility Rentals

Certain Thayer facilities are available for rent by the community and external groups. The year round rentals are managed by the Director of Auxiliary Programs.

School Store

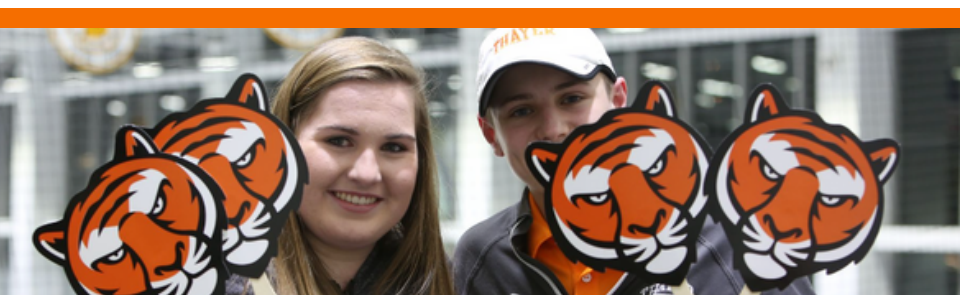
Thayer offers a school store that provides branded merchandise to the Thayer community. The store is managed by the Director of Auxiliary Programs.

AUXILIARY PROGRAMS STAFF

In addition to the Director of Auxiliary Programs, the year round team includes the Director of Camp Thayer and the Auxiliary Services Coordinator. The Director also works in conjunction with the Director of the Thayer Academy Collaborative and with the Athletic Director to develop and offer the Collaborative summer program and summer sports clinics.

During the summer, Camp Thayer employs approximately 150 seasonal staff to work in the camp program. Camp Thayer counselors are chosen for their dedication, enthusiasm, and ability to serve as positive role models. Many of the head counselors are experienced teaching professionals. Senior counselors are typically college students, and junior counselors are high school students.

The Collaborative employs Thayer faculty each summer while the Sports Clinics are led by Thayer Head Coaches.



DIRECTOR OF AUXILIARY PROGRAMS

Reporting to the Chief Financial and Operations Officer, the Director of Auxiliary Programs is responsible for strategic planning, operations, market development, program design, budgeting, and management of all Thayer Auxiliary Programs including Camp Thayer, Thayer Academy Collaborative, Summer Sports Camps, the school store, and the rental of Thayer facilities.

Strategic Program Development

Build vibrant programs that achieve desired admissions goals, annual and long-term net revenue targets, and support the school's mission and program.

- Assess, enhance, and where appropriate, expand summer and auxiliary program offerings aligned with Thayer's mission to meet the physical, emotional, intellectual, and social needs of current and prospective participants
- Collaborate with school leadership, administration, and faculty to ensure all summer and auxiliary programs align with the school's mission and educational philosophy
- Annually seek and analyze input from campers/students, families, and staff regarding the quality of their program experience
- Explore opportunities for leveraging the intellectual and physical assets of the school
- Seek to identify partnerships that may enhance program potential

Program Management

Ensure all summer and auxiliary program participants have a safe and positive experience.

- Oversee ongoing curriculum development for all summer programs in coordination with program directors
- Ensure all programs are of the highest quality and provide an appropriately safe, caring, and enriching environment for all participants
- Establish routines, provide positive guidance, and enforce policies and procedures, including disciplinary policies, in accordance with Thayer's stated values
- Provide ongoing supervision and support of all faculty and staff of the summer and auxiliary programs
- Develop and oversee all safety and health protocols in coordination with school risk management plan
- Manage all rentals of school facilities in coordination with school calendar and facility availability

Financial Management

Ensure that the Auxiliary Programs' financial performance meets or exceeds budgeted expectations.

- Prepare annual budget covering all aspects of program expenses and revenues to ensure profitability
- Monitor revenues and expenses in accordance with budgetary restrictions for bottom line performance across all programs
- Continually strive to generate and grow net revenue in support of the school
- Work with individual coaches and teachers to ensure profitability of their programs
- Establish appropriate compensation for all auxiliary program employees in coordination with the Chief Financial and Operations Officer
- Establish and manage contracts with all third party partners and vendors

Marketing and Communications

Effectively promote the programs so as to achieve the enrollment and revenue targets.

- In coordination with the Marketing department, develop and implement a comprehensive marketing strategy for all auxiliary programs
- Ensure that auxiliary programs have an effective and accurate web presence including the website and social media
- Plan and coordinate the publishing and advertising of marketing documents, both digital and print
- Manage all public relations and marketing initiatives including open houses, mailers, brochures, camp fairs, and ad placement to promote and communicate the programs to prospective and enrolled participants
- Write and distribute regular communications among summer and auxiliary program constituencies that effectively provide updated information and a sense of community

Administration and Operations

Ensure that the administration of auxiliary programs is efficient and effective.

- Coordinate and organize registration processes for summer and auxiliary programs (i.e. rosters, processing of forms and confirmation letters, parent communication, etc.)
- Maintain accurate and comprehensive summer and auxiliary program database
- Prepare reports for and communicate with school leadership to ensure awareness of summer and auxiliary program performance
- Ensure that summer and auxiliary programs are in compliance with all applicable regulations of licensing and governing entities

Human Resources

Hire and manage to build a qualified, effective, and customer-focused team.

- Manage all year round auxiliary program employees including summer program directors and school store manager
- Work collaboratively with the Director of Summer Camp to recruit, hire, and train all summer and auxiliary program seasonal and part time employees
- Ensure that all necessary and required employment forms, including background checks, are completed and on file
- Oversee the annual performance evaluation process of all auxiliary programs coaches, teachers, and staff
- Coordinate and communicate payroll as needed with the Business Office

Other Duties

- Participate in special assignments and projects as needed to improve school operations (i.e. special projects, buildings and grounds, safety, accreditation, committees, etc.)
- Maintain a commitment to student and employee diversity
- Perform other duties as assigned by the Chief Financial and Operations Officer and the Head of School

DESIRED QUALIFICATIONS

Successful candidates will have the experience and drive to develop Thayer's Auxiliary Programs to the highest degree of educational excellence. They will be motivated by an entrepreneurial spirit and committed to continuous innovation. The requirements listed below are representative of knowledge, skill, and/or ability required to perform essential functions of the job:

- 5-7 years of summer/auxiliary program experience with 3-5 years of progressively responsible experience managing summer/auxiliary programs
- Bachelor's degree required; advanced degree preferred
- Well-developed collaborative work style; ability to interact with employees at all levels of the community
- An expert in youth development programming, demonstrating current and thorough knowledge of regulations, applicable laws, trends, best practices and new developments in field
- A creative self-starter who brings wisdom, perspective, confidence and excellent problem solving skills to the position
- Demonstrated ability to develop and manage a budget
- Expertise with Google products, database management (experience with CampBrain preferred), website development, and digital media
- Expertise in marketing summer or similar programs of this sort using a variety of technology resources including social media
- Excellent project management and organizational skills
- Excellent oral and written communication skills
- Strong analytical skills with the ability to quickly and regularly adjust strategy based on the School's needs
- An independent and strategic thinker capable of understanding the full scope of projects while seeing individual tasks through to completion
- Ability and desire to travel as necessary, including domestic and international
- A positive outlook, and a sense of humor
- A high level of integrity and an extraordinary work ethic
- The ability to pass a background check



EQUAL EMPLOYMENT OPPORTUNITY POLICY

Thayer Academy is an equal opportunity employer. The Academy complies with and adheres to all state and federal anti-discrimination laws with respect to its employment practices. Thayer Academy does not discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, sexual orientation, gender identity and expression, national origin or ancestry, age, or disability, or any other category protected under state or federal law. This policy extends to recruiting, hiring, compensation, benefits, assignment, working conditions, promotions, transfers, termination, re-employment, education, tuition assistance, employee treatment, and all other terms, conditions and privileges of employment. All employment-related decisions are made on a nondiscriminatory basis so as to further the principle of equal employment opportunity.

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:

Thayer Academy Director of Auxiliary Programs - Application

Your online application will require the following:

- Cover letter addressed to: Thayer Academy
- Resume or CV
- List of 4 professional references with contact information

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



SUMMER PROGRAMS
AND AUXILIARY REVENUE
COLLABORATIVE