



## **Job Title: Director of Afterschool and Enrichment Programs**

### **About Salisbury Academy:**

Salisbury Academy is a vibrant learning community dedicated to cultivating intellectual curiosity, fostering strong character, and empowering students to become lifelong learners. We believe in a child-centered approach that nurtures the whole child, emphasizing both academic excellence and personal growth. Our mission is to provide an engaging and supportive environment where every student thrives.

### **Position Summary:**

Salisbury Academy seeks a dynamic and experienced leader to serve as the Director of Afterschool and Enrichment Programs. This role is responsible for overseeing all aspects of the Afterschool Care program (ASK) for grades K-8, planning enrichment offerings and programs, and arranging childcare for staff workdays. This position oversees a staff team for scheduling, training, and supporting. This is a 10-month salaried position with an anticipated average of 25 hours per week during the school year (Monday-Thursday 2-6 pm and Friday 12-6 pm)

### **Key Responsibilities:**

- **Program Management:**
  - Direct and supervise all students and staff within the ASK and Enrichment programs
  - Plan and implement engaging daily activities that align with the school's educational philosophy
  - Plan and implement enrichment class offerings
  - Coordinate daily and monthly program schedules
  - Oversee the sign-in/out procedures for students
  - Coordinate childcare for staff workdays
- **Staff Leadership:**
  - Recruit, train, and evaluate program staff
  - Ensure staff understand and fulfill their responsibilities
  - Foster a positive and collaborative team environment
- **Student Care & Safety:**
  - Provide a safe, nurturing, and fun environment for all students
  - Supervise students with attention to behavior, health, and safety
  - Address student injuries and behavioral concerns, communicating with parents as necessary

- Implement and monitor all safety and health protocols
- **Parent & Community Engagement:**
  - Greet parents and children in a welcoming and professional manner
  - Maintain clear and consistent communication with parents regarding program updates and student progress.
  - Build and maintain positive relationships with Salisbury Academy families, colleagues, and external vendors
- **Administrative & Financial Management:**
  - Oversee program billing and maintain accurate records.
  - Work with the Director of Business Operations to determine appropriate program fees.
  - Manage program budgets.

**Qualifications:**

- Bachelor's Degree preferred
- 3-5 years of experience in a similar leadership role preferred
- Excellent attention to detail, customer service, and communication skills
- Proven ability to manage personnel, delegate responsibilities, and meet deadlines
- Superior organizational skills and experience with budgets and billing
- Programmatic creativity and relationship-building skills
- Ability to think strategically and proactively
- Proficiency with MS Word, email, and Google Docs
- Availability to work flexible hours

**Physical Requirements:**

- Ability to lift up to 40 pounds.
- Ability to stand for extended periods.
- Excellent hearing abilities.
- Ability to navigate the campus.

**Working Conditions:**

- Indoor and outdoor settings.
- Attendance at school events as required.
- Flexible summer schedule.

**To Apply:**

Please submit a resume, cover letter, and a list of three references to:

Beverly Fowler Head of School [bfowler@salisburyacademy.org](mailto:bfowler@salisburyacademy.org)

Review of resumes will begin immediately and continue until the position is filled. A criminal background check is required.