



MADEIRA

Assistant Director of Summer Programs

The Madeira School is one of the country's premier boarding/day schools for girls with a century of serving the needs of a wide variety of young women from around the country and the world. Located just outside of Washington, DC, on the banks of the Potomac River, in McLean, VA, Madeira enrolls 320 students in grades 9-12.

The Madeira School is seeking an Assistant Director of Summer Programs work closely with the Director of Summer Programs to develop, market and implement the School's summer residential and day programs. During the Summer months, the Assistant Director will serve as the Director of Camp Greenway.

Responsibilities:

- Manage all aspects of the day camp program including planning and implementation of all camp programming and operations including activity offerings, staff training, scheduling, supervision and evaluation of staff, supplies, facilities management, and serving as the Camp Director during the summer.
- Manage summer riding program working closely with the Riding Workshop program director to plan, design, and evaluate the program.
- Assist Director of Summer Programs in recruiting, interviewing, and hiring all summer programs staff.
- Work with the Director of Summer Programs to allocate program budget; monitor spending; maintain healthy finances.
- Manage the configuration of the department's database for camper registration; create monthly reports for business office.
- Manage transportation logistics for all camps; establish routes and coordinate drivers.
- Assist in creating marketing content including fliers, online social media content, email marketing, and camp promotional events for all of Summer at Madeira; be able to fluently discuss all programs with prospective and current families.
- Work with internal departments such as Facilities, Security, and Auxiliary Programs to help prepare the school for summer camp.
- Respond to phone calls and emails; communicate with parents and answer questions on behalf of all Summer at Madeira programs.
- Assist families with summer camp registration.

Requirements:

- Bachelor's degree required
- Leadership experience in a camp setting preferred
- Experience with school-aged children and young adults required
- Demonstrated organizational skills, attention to detail and ability to prioritize work
- Ability to work independently and perform with exceptional initiative and judgment
- Strong marketing skills and customer-service orientation
- Strong communication skills, written and oral
- Highly proficient in data management systems and computer applications (e.g., Word, particularly in Excel); willingness and ability to learn additional applications as needed.
- Willingness and ability to work flexible schedule, including occasional evenings and select weekends.

To apply, please send your resume and cover letter to hr@madeira.org.