



### **Assistant Director of Summer Programs**

Founded in 1906, the Madeira School is an independent, college preparatory, boarding and day school for girls grades 9-12. Located in McLean, Virginia on a 376-acre wooded campus, Madeira is 12 miles from the center of Washington, DC. Madeira's ambitious academic curriculum emphasizes both content and skills in the context of a college-prep liberal arts education.

The Madeira School seeks an Assistant Director of Summer Programs to develop, market, and implement the school's summer programs including both residential and day camps. During the summer months, the Assistant Director will serve as the Camp Director for the school's flagship day camp, Camp Greenway.

#### **Responsibilities:**

- Manage all aspects of the day camp program including the development and implementation of Greenway operations including program curriculum, staff training, scheduling, supervision and evaluation of staff, supplies, facilities management, and serving as the Camp Director during the summer.
- 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 all administrative tasks related to camper registration for all camps including the configuration of the department's database, generating reports, managing refunds, and assisting families with registering over the phone.
- 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 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.
- Supports the School, school operations, and its leadership.

#### **Requirements:**

- Bachelor's degree required
- Experience with school-aged children and young adults required
- Leadership experience in a camp setting preferred
- 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 cover letter and resume to [hr@madeira.org](mailto:hr@madeira.org).