



Auxiliary Programs Associate

Full time. 12-month position. Immediate opening

Founded in 1889, The Wheeler School is a co-educational independent day school for over 800 students from Nursery through Grade Twelve in Providence, Rhode Island. Central to the School's philosophy is a simple concept: Wheeler is a place where we strive to make any pursuit possible for our students, where choice, inquiry, and interest are of primary import, where we know individuals well and insist upon and nurture intellectual character, empathy, critical thinking, and creative spirit.

Ideal candidates for faculty and staff positions at Wheeler are people with a sense of humor, warmth, and humility. They are excellent communicators, with an ability to listen and a desire to learn from colleagues. They are ambitious and hardworking, often going over and above to support and challenge students. When developing curriculum and programming, our faculty and staff members are collaborative, striving each year to stretch and grow, to implement new ideas that improve the Wheeler experience for students and our overall community. They come from all professional walks of life - graduate programs, private and public schools, other careers entirely. More than anything, our faculty and staff members love to spend their days with young people and enjoy all that the Wheeler community - creative, energetic, dynamic, and diverse - has to offer.

Description: The Auxiliary Programs Associate will provide support and hands-on leadership for the Auxiliary Programs Department which is responsible for extended day (WOW) and enrichment-based programs, a summer day camp, facility rental business, school store, and new program development. This is a full-time, 12-month exempt position reporting to the Director of Auxiliary Programs.

Qualifications: A minimum of three years of relevant work experience with primary school-age children and an Associate or Bachelor's degree in Recreation Management, Elementary Education, or Early Childhood Development is required. Summer Camp, adventure programming, and recreational experience are a plus. The qualified candidate must be physically able to participate in activities with students/campers and use sound judgment, particularly with regard to safety, in a variety of circumstances; possess good verbal communication skills; be resourceful and capable of working with minimal supervision. The qualified candidate must at all times demonstrate a high degree of professionalism when working with and around others.

General responsibilities include, but are not limited to:

- Manage database software, billing and receivables, and other records of importance
- Support marketing, advertising, and promotional efforts of programs and activities
- Support the formulation of department-related policies and procedures
- Provide customer relations management services
- Recruit, hire, train, and evaluate part-time staff members
- Direct, schedule, and coordinate staff responsible to provide high-quality programming

- Skilled at developing camp, enrichment, recreational, and after-school activities
- Co-manage Wheeler Afterschool Programs which includes planning and providing for the safe operations of the program in a manner consistent with the policies and philosophy of the School. Daily responsibilities include directing and supporting staff in delivering programming to grades Nursery to 5 until 5:30 pm.
- Co-manage School Store operations assisting in retail sales in-person and online, quality control, marketing, and recording and reporting sales, billing, and inventory control.
- Work closely with parents, administration, and faculty to address the needs of individual students enrolled in after-school programs.
- Maintain accurate registration records for all programs and provide up-to-date information to the Business Office.
- Serve as a Unit Leader/Assistant Camp Director for the Wheeler Summer program.
- Support and assist the Director of Auxiliary Programs in formulating policy and procedures.
- Generally, support the Director of Auxiliary Programs to deliver the highest quality programming possible.
- Other duties as assigned.

Statement on Diversity and Cultural Competency

At Wheeler, we actively seek students, faculty, and staff from diverse backgrounds in the belief that a broad range of experiences and viewpoints enhance learning, enrich life on campus, and better prepares us all for full participation in a pluralistic, democratic society. We seek to further the overall diversity and cultural competency within our community through hiring.

Salary to be determined based on experience and education. Interested candidates should send a cover letter, resume, and list of three references via email with the subjectline "Auxiliary Associate" to bobrojee@wheelerschool.org Attn: Bob Rojee, Director of Auxiliary Programs. *If hired, the successful candidate will be required to provide proof of a COVID-19 vaccination as a condition of employment*

The Wheeler School is committed to a policy of nondiscrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin or disability, and any other category protected by federal, state or local law.

To learn more about Wheeler, please visit www.wheelerschool.org, and our Careers page [here](#).