



THE WHEELER SCHOOL

Director of Auxiliary Programs

Start Date: February 2022

Reports to: Director of Operations

Founded in 1889, The Wheeler School is a co-educational independent day school for approximately 800 students from Nursery through Grade Twelve in beautiful and dynamic Providence, Rhode Island. The essence of our mission and vision comes down to a simple imperative reflected by Mary C. Wheeler's founding precept: "to learn our powers and be answerable for their use." Wheeler is a community through which we strive to make anything possible for students, where choice, inquiry, and interest are of primary import, where we know individuals well, and where we insist upon and nurture intellectual character, critical thinking, empathy, and creative spirit.



The Director of Auxiliary Programs will provide vision and leadership to manage and develop auxiliary programs that are as exceptional as the Wheeler School program itself including WOW After Care program, [Wheeler Summer Camp](#), which has over 700 registrations each summer, vacation camps, conference care, rentals, Adventure Course, and [The Nest](#) program. In addition, the Director, who oversees a staff of two direct reports with multiple other staff members within the various programs, is also responsible for envisioning future auxiliary programs

that dynamically blend the traditional independent school model with innovative auxiliary, customer-service minded programs. Our goal is for the Wheeler experience to reach many throughout our region, from 2.9 years old through middle school and even potentially up through upper school.

At the highest level, the ideal candidate will be a dedicated and accessible leader and manager, a pragmatic visionary — collaborative, self-motivated, and decisive. An ideal candidate will have experience leading people through growth and will garner trust through open and direct communications and a strong work ethic. The ideal candidate will be entrepreneurial, creative and dynamic and will have a high energy level to match the dynamism of Wheeler's environment. The candidate will act with empathy, humility and good humor, will be organized and an excellent, thoughtful communicator, and will have extremely strong relational skills and follow through.

Essential Functions:

- Develop and manage all auxiliary programs, including The Nest, After School, Adventure Course, rentals, and Wheeler Summer camp, representing a key area of revenue and programming for Wheeler School.

- Plan and coordinate marketing, public relations, and marketing initiatives for Auxiliary programs including social media, mailers, Open Houses, etc.
- Coordinate and organize all administration for all programs, including registrations, licensing, budget planning, supply orders, and all reporting to the Business Office.
- Expertly manage programs to ensure safety and security for children, including establishing routines, policies, procedures and guidance, in accordance with the School's policies.
- Recruit, hire, train and support all auxiliary staff members for all programs.
- Effectively lead and manage two full time direct reports who support auxiliary programs as well as part time employees for after care and summer camp programming.
- Collaborate with Wheeler School's leadership on ensuring top-quality products that expand possibilities for engagement with Wheeler School across the region.
- Continuously envision new program ideas.
- Provide support for school operations when requested such as task forces, accreditation, etc.
- Other special projects and initiatives as assigned.

Qualifications:

- Excellent listening, written and oral communication skills
- Demonstrated cultural competency and commitment to diversity, equity, and inclusion work in schools
- Demonstrated experiences building and launching new programs
- Experience with auxiliary programs, summer camp leadership, and program development.
- Ability to work evenings and weekends as necessary to support programming.
- Experience with a variety of technological platforms, including Google Suite, CampBrain and Blackbaud preferred
- Demonstrated leadership and management expertise
- Bachelor's Degree required; Master's degree or higher preferred



To apply, please send a cover letter and resume by January 15 to Gary Esposito, Director of Operations, at garyesposito@wheelerschool.org and cc careers@wheelerschool.org. Please include "Director of Auxiliary" in the subject line.

Learn more about The Wheeler School at www.wheelerschool.org.

Statement on Diversity

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 prepare us all for full participation in a pluralistic, democratic society. 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.