



WHEELER

Position: **Afterschool & Enrichment Program Manager**

Start Date: July 1, 2024 Reports to: Camp Director

The Wheeler School, a co-ed. N-12 independent day school of approximately 800 students in the College Hill neighborhood of Providence, RI, is seeking a full-time **Afterschool & Enrichment Program Coordinator**.

Ideal candidates for faculty and staff positions at Wheeler are people with a sense of humor, warmth, and humility. They are excellent communicators, with empathy for others and an ability to listen and respond with good intuition and colleagues' help. They are ambitious and hard-working, committed to supporting students by offering help and creating new opportunities. Ultimately, they love to spend their days with young people and enjoy all that the Wheeler community - creative, energetic, dynamic, and diverse - has to offer.

This position will provide support and hands-on leadership for our operations but will focus on our afterschool and enrichment program, which is responsible for extended day programs, care days, new program development, and the school store. The position will work primarily at the school's Providence Campus, but will also work at the Farm Campus based in Seekonk, MA, as needed, including the summer. Essential responsibilities include, but are not limited to:

Responsibilities:

- Design and implement high-quality after-school and enrichment programs on both campuses
- Set up and manage CampBrain, the after school program registration software
- Manage registration including adjusting registrations, payments, and submitting billing
- Working with the business office to onboard staff and submit billing

Hire and Manage After School and enrichment staff:

- Recruit and manage staff and instructors for both campuses
- Submit bi-weekly payroll for after school program staff
- Design and run staff meetings and trainings

Coordinate programming:

- Manage resources for programs, such as staffing, busses, and coordinating facilities support
- Ensure safety across all programs
- Develop and schedule enrichment programs for Fall, Winter and Spring on the Seekonk and Providence campuses
- Develop marketing materials and newsletters
- Build strong connections with our families and local community
- Provide exceptional customer service

Other Responsibilities:

- Assist the front office with coverage and tasks as needed
- Role within the summer camp leadership team - to be determined based on the experience of the candidate hired
- Manage our school store, including inventory controls, sourcing clothing, and designing pop-up stores
- Assist with ordering, inventory, and budgets

The ideal candidate will have these professional characteristics and qualities:

- 3 to 5 years of experience
- A minimum of a bachelor's degree is preferred
- Supervisory or leadership experience in recreation or education
- Strong communication and interpersonal skills
- Superb customer service
- Self-starter and attention to detail
- Patience and flexibility
- Strong organizational and time management skills
- Willingness to jump in and help department members, faculty, and staff

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, enriches 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.

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.

This position is a 12-month position. Salary to be determined based on experience and education.

How to Apply:

Interested candidates should email a resume and cover letter to the Camp Director, Danielle Levya, at daniellelevya@wheelerschool.org and Chief Operating Officer, Ian Moorhouse at ianmoorhouse@wheelerschool.org, and cc careers@wheelerschool.org by May 31.

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

About The Wheeler School:

Founded in 1889 by visionary artist and educator Mary C. Wheeler, The Wheeler School is an N-12 independent day school of approximately 800 students from throughout Greater Providence and Greater Boston. Wheeler's mission, "to learn our powers and be answerable for their use," is incorporated into our classrooms, athletic fields, art studios, and STEAM labs, as students are encouraged to think deeply and explore the world on and beyond our two campuses in the College Hill neighborhood of Providence, Rhode Island and our 120-acre farm in Seekonk, Massachusetts. Across Wheeler's campuses and grades, dedicated faculty and staff identify students' learning path and passions, challenging and supporting them in pursuit of academic excellence, artistic expression, and personal growth. Our graduates are prepared for college and life as creative, ethical, and engaged global citizens. Wheeler is also home to The Hamilton School, where skilled faculty meet students' learning differences with the individualized instruction that leads to success.