



NORTH
YARMOUTH
ACADEMY

Director of Summer Programs

NYA is seeking a Director of Summer Programs. Ideal candidates will have a minimum of a Bachelor's Degree and prior summer camp management experience. The successful candidate will fully support the mission of NYA, possess strong interpersonal skills, and embrace a collaborative work environment. This is a part-time position during the school year with full time responsibilities from June through mid-August. Position would begin in the fall 2019 with the first summer camp season in 2020.

Basic Responsibilities:

- Carry out the mission of North Yarmouth Academy through the development, oversight, and execution of its Summer Programs.
- Build enrollment in current programs and develop new programs, including the investigation of a vacation week camp during March break.
- Cultivate and manage relationships with partner programs both for Summer Programs and during the school year.
- Hire and supervise summer camp staff.
- Work with the Program Coordinators to ensure programs are delivered in a safe and high quality manner.
- Oversee daily operations of the camp for eight week sessions generally from 8:00 a.m. to 5:00 p.m.
- Oversee database software: maintain information and produce reports.
- Maintain records and evaluations of all programs, operations, and staff.
- Oversee the financial management of all programs and meet budget goals.
- Work with the Director of Marketing and Communications to implement marketing plan to increase enrollment and revenue.
- Define and maintain a crisis management plan.
- Organize and approve all off-campus trips.
- Support Program Coordinators with camp activities, as well as before- and after-care, including filling-in for those positions as needed.
- Reports to CFO and Head of School.

Interested candidates should send a cover letter expressing their interest and a resume to careers@nya.org.

North Yarmouth Academy is an independent, college preparatory, coeducational school for toddlers to students in grade twelve located in Yarmouth, Maine. Yarmouth is situated on the beautiful Maine coast, 10 miles from Portland, Maine and less than 2 hours from Boston, MA. Since 1814, NYA has fostered integrity, character, and intellect in its students. For more information visit the website at www.nya.org.