



Position: Auxiliary Programs Coordinator

We are seeking a dynamic and innovative educator to serve as our next Auxiliary Programs Director, full-time position. The Auxiliary Programs Director provides vision and direction through daily engagement for afterschool, summer, and enrichment programming, which serves to supplement the admission process and produces additional revenue for the school through our programming. Bright is an equal opportunity employer, and we strongly encourage candidates of all backgrounds, genders, and abilities to apply.

About Bright School

The Bright School was founded in 1913 by progressive educator Mary G. Bright and currently enrolls about 350 students from junior preschool age 3yrs. to fifth grade. From junior preschool through the elementary years, our school provides a seamless transition from grade to grade, each year building upon each other to prepare graduates for middle school and beyond. The majority of our graduates continue on to the best middle and high schools in Chattanooga and later to college. Our curriculum and activities are a blend of the hands-on and personalized learning upon which Miss Bright built her school and innovative practices of today that nurture and challenge students.

Our Mission The Bright School builds a foundation upon which students become wise and compassionate citizens of the world. Its century of progress fosters the intellectual, artistic, physical, and moral growth of young boys and girls.

Essential duties and responsibilities include:

- Oversee operations of afterschool and summer programs including hiring, scheduling, and supervising staff, meal services, managing budgets, and materials, submitting payroll along with required documents, facility rentals, and coordinating internal and external constituents involved in operations.
- Partner with the Assistant Head of School for Curriculum and Instruction to ensure afterschool and summer staff members fulfill state licensing requirements.
- Develop and oversee the registration and enrollment process for all afterschool summer and enrichment programs and auxiliary programs.
- Schedule and collect payment for all facility rentals.
- Provide regular communication to families in auxiliary programs.
- Monitor and establish standards of camper and afterschool student behavior to provide a productive environment and to ensure the optimal condition and safety of all equipment and facilities.
- Partner with the communications director to advertise afterschool and summer programs and schedules.
- Work with the business office to develop a budget and to ensure the profitability of the programs.

- Coordinate with school administration to arrange for summer camp and afterschool facility and/or equipment needs.
- Represent and serve as the official spokesperson of the afterschool and summer programs at local events, fairs, and festivals.
- Collaborate with other independent school summer camp and auxiliary directors to share and gain new ideas.
- Consistently provide a high level of customer service in a positive and professional manner to internal and external members of the community.
- Other duties and responsibilities as may be assigned.

The ideal candidate will have the following qualifications:

- Proactive, capable of thinking on one's feet and adapting to change.
- A disciplined, results-oriented, self-starter, demonstrating initiative and the ability to work independently with minimal supervision.
- Professional communication skills in writing, in-person, and over the telephone.
- Digital organizational skills and attention to detail.
- A creative, good-natured member of a team with a collaborative and proactive attitude.
- Proficient in Google Suites.

Physical Demands/ Work Environment

- Proactive, capable of thinking on one's feet and adapting to change.
- A disciplined, results-oriented, self-starter, demonstrating initiative and the ability to work independently with minimal supervision.
- While performing the duties of this job, the employee is frequently required to bend, stoop, kneel, reach, lift and carry approximately 40 pounds at waist-high level; run, stand, and walk for periods of time; be able to pass a physical exam.

Required Qualifications:

- Bachelors' degree and a minimum of two years of auxiliary program and/or management experience.
- Two years of experience working with younger children.
- Successful track record working with a wide range of people.
- High-energy and enthusiastic about working in an academic environment.
- Upholds our Bright School Operating Principals:
 - We honor our commitments.
 - We invest in and support each other's development.
 - We hold confidences.
 - We treat everyone with respect and kindness.
 - We have fun in our work.

To apply, please send a cover letter and resume to Kendra Reasor, Assistant Head of School for Curriculum and Instruction, at Kreasor@brightschool.com.

Learn more about The Bright School at www.brightschool.com.