



## **Assistant Program Director, Dedham, MA**

### **Organization Overview**

Horizons at Dedham Country Day School (DCD) is an award-winning program that helps life-long learners amongst the children in the Greater Boston area. Modeled after the national Horizons Student Enrichment Program, Horizons' intensive six-week summer program is designed to prevent summer decline in academic performance and close the opportunity gap. The program begins in prekindergarten and serves its students throughout their educational careers, helping them build skills and self-confidence and realize their full potential through a unique blend of academic and cultural and recreational enrichment activities. Additionally, Horizons provides direct, individualized academic support and tutoring to its students throughout the year. Working in partnership with Horizons families, sending schools in Dedham and Boston, and the host school, Horizons at DCD is committed to developing the whole child and offers activities that promote higher-level thinking and perspective, leadership development and boost self-efficacy – all while raising student aspirations and expectations for their lives.

Horizons will serve approximately 150 students in the summer of 2023, from prekindergarten through eighth grade and serves a fully enrolled high school program. For more information about Horizons, please visit [www.horizonsdcd.org](http://www.horizonsdcd.org).

### **Position Summary**

Horizons at DCD is seeking an Assistant Program Director to support in the management of the summer and year-round education programs. Working closely with the Executive Director, the Assistant Program Director will ensure high-quality, effectively run programs for all grade levels and will play a key role in delivering strong content to the High School Program. The Assistant Program Director will be responsible for hosting family engagement events, Super-Saturdays, re-enrollment sessions, and recruitment workshops that focus on retention and enrollment. As part of a small team, the Assistant Program Director will also participate in a variety of administrative activities.

This is a fantastic growth opportunity for an individual with strong program management skills and a passion for closing the achievement gap for students in Greater Boston. The Assistant Program Director will benefit from the mentoring and guidance of the Executive Director, and with success in the role, will be supported in taking on new levels of responsibility as an organizational leader.

The Assistant Program Director will work in a hybrid remote and in-person setting during the academic-year and fully in-person during the summer program.

## **Responsibilities**

- Support all student recruitment and retention activities related to both summer and academic year programming, interacting with school principals, teachers, guidance counselors, and parents as necessary
  - Connect with students/families at least 2x each semester
  - Build rapport with students, families, and high school program while in a remote setting during the academic year
- Support on-going development and implementation of academic-year programming. Responsibilities include:
  - Marketing and advertising year round programming via mailings, phone-a-thons, texting, emails, social media posts and newsletters
  - Planning and Hosting Super-Saturdays Monthly
  - Planning and hosting volunteer orientation trainings and family orientations pre-summer
- Support the ongoing development and implementation of Horizons' High School Program, including:
  - Developing and facilitating monthly grade specific high school success workshops
  - Maintaining relationship with school counselors
  - Tracking High School Program data
  - Building meaningful relationships with High School Program Scholars
  - Hosting weekend gatherings/workshops
- Support the summer program, including:
  - Supervising teaching interns, VISTAs, Volunteers and enrichment instructors
  - Working across this team to oversee curriculum, goals, and daily schedules
  - Coordinating volunteers
  - Planning off-campus trips and on-campus enrichment programming

## **Other Responsibilities**

- Support the Executive Director and Development Committee on fundraising initiatives, including:
  - Activities associated with fundraising events
  - Recruiting students and families to attend fundraising initiatives
  - Assistance with application process for grants
  - Recruiting and Hiring Teachers, Volunteers, VISTAs
  - Documenting Measurement Data in accordance with our Horizons National and Boston Beyond Partnerships

## **Qualifications**

- At least 2 years of experience, preferably in an organization with a focus on education, children, youth, or families
- Excellent interpersonal skills, cultural competency, and demonstrated ability to build and sustain positive and respectful relationships
- Passionate commitment to ensuring success for all students and closing the achievement gap.

- Strong organizational and project management skills, with the ability to balance multiple priorities
- Ability to thrive within a small team environment and work collaboratively or independently as needed, with high degrees of personal initiative and accountability

*Prior experience in any of the following areas will be considered a plus:*

- Supporting fundraising events and activities
- Managing social media and other marketing activities
- Supervising staff

**To Apply**

Please email a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, both in PDF or Word format, addressed to the Search Committee at [hkuljancic@dcds.net](mailto:hkuljancic@dcds.net). Applications will be reviewed on a rolling basis.

**Position Salary: \$50,000 - \$60,000**

**Start Date – December, 2022**

*Horizons at Dedham Country Day School offers a competitive salary and benefits, commensurate with experience and skills.*

*Horizons at Dedham Country Day School is an equal opportunity employer.*