



## INLY SCHOOL

# ASSOCIATE DIRECTOR OF AUXILIARY PROGRAMS

**Location:** Scituate, MA

**Start Date:** August 2025

**Reports To:** Director of Student Life and Strategic Programs

**Compensation:** Competitive salary and benefits package

## ABOUT INLY SCHOOL

Inly School is an independent PreK–8 Montessori-plus School located in Scituate, MA, 25 miles south of Boston. It has a student population of approximately 340 students, 76 employees, and serves 20 towns on the South Shore.

At Inly School our dynamic Montessori+ practices inspire our inclusive community of learners to explore and shape ourselves and the world with joyful curiosity, courage and compassion. Our commitment to anti-racist and anti-bias teaching practices are the privilege and responsibility of every member of the Inly Community. Inly School actively seeks faculty, families and leadership who embrace and practice skills that reflect our Montessori core values of collaboration, respect, compassion and empathy.

***"Inly's dynamic, Montessori+ practices inspire our inclusive community of learners to explore and shape ourselves and the world with joyful curiosity, courage, and compassion."***

**History:** Founded in 1973

**Location:** 13 acre campus in Scituate, MA; 45 minutes south of Boston

**Students:** 340 students ages 18 months through Grade 8

**Faculty and Staff:** 76 faculty and staff members

**Website:** [www.inlyschool.org](http://www.inlyschool.org)

## INLY AUXILIARY PROGRAMS

### Before and After School

Inly is open from 7:00am to 6:00pm to all students. AM Club runs from 7:00 AM to 8:30 AM daily before classes begin, and PM Clubs run from 3:00-6:00 PM Monday through Thursday and from 11:30 AM - 5:00 PM on Fridays.. Enrichment opportunities are offered to all students through the **Passport to Adventure** program each afternoon. Passport offers a wide selection of enrichment activities including: Arts & Crafts, Science, Technology, Study Hall, Dance, and Sports (Flag Football, Cross Country, Soccer, Basketball, Track and Field, Volleyball). Private instructors offer more specialized classes in activities such as Taekwondo and music lessons for a fee.

### Summer at Inly

Summer at Inly offers a wide variety of summer program options for students from the school as well as the local community.

- **Inly Day Camps:** "Introducing the heart and soul of our summer excitement—Inly Day Camp! Brace yourself for an extraordinary twist on the traditional day camp experience because Inly Day is not just a camp; it's an adventure-packed extravaganza! From unleashing creativity in arts and diving into the wonders of science to connecting with nature's beauty and mastering the skills of various sports—we've curated an exhilarating blend of options."
- **Specialty Camps:** Inly offers a wide variety of 1 and 2 week specialized camps including the following: NEWSIES Jr. The Musical, Art Explorers, Intro to Coding, Sports Sampler, Lego Engineering, Adventures Abound, Soccer Stars, Basketball Skills, Project Inly, Dungeons and Dragons, and much more.

## POSITION DESCRIPTION

The Associate Director of Auxiliary Programs is a versatile role that supports the development, implementation, and oversight of Inly School's Summer Program, Before and After School Care, Passport to Adventure After School enrichment programs, Adventure Programming, rentals and other non-tuition revenue-generating programs in a wide variety of ways. The Associate Director of Auxiliary Programs will ensure that all programs offer fun, safe, and enriching opportunities for students and Non-Inly Students/Families that align with Inly School's vision, mission and values. The Associate Director of Auxiliary Programs will work hands-on with a diverse group of administrators and staff, and support a campus-wide approach.

This is a full-time, 12-month position.

### Key Duties and Responsibilities:

- Direct and support the Extended Care Program (PM Club) staff Monday – Thursday 3:00 – 6:00 PM and Fridays 11:30 AM – 5:00 PM and occasional Conference Care days.
- Manage Camp Communications via a variety of platforms both email, social media, website, phone, registration site, phone and other mediums.
- Manage seasonal camp recruitment, screening, interviewing, hiring, training, and placement, as well as ongoing scheduling and assignments through the summer.
- Serve as the first point of contact for prospective and returning camp families.
- Serve as a member of the Summer Camp Seasonal Leadership Team.
- Help to develop Camp, enrichment, recreational and after-school activities.
- Work closely with parents, administration and faculty to address the needs of individual students enrolled in after-school programs.
- Support evening and weekend school rentals of the school's facilities.
- Other duties as assigned.



### **Strong Candidates Will Have:**

- Previous experience in marketing, communications, education, camp administration, recreational management, or a related field is preferred.
- Demonstrated passion for working with early childhood and preschool-age children
- Strong multi-tasking skills while maintaining attention to detail.
- Demonstrated ability and experience in creating, administering, supervising and implementing programs for students and campers.
- Proficiency in Google Sheets, Forms, Docs, Drive, database systems, social media, and other technology tools.
- Previous experience in administering and recruiting teams and staff is a plus.
- Demonstrated ability to work in a diverse and inclusive environment.
- Strong initiative and organizational skills.
- Excellent written and verbal communication skills
- Demonstrated commitment to diversity, inclusion and belonging and to serving the needs of a diverse and inclusive community.
- An ability to work in a joyful, collegial and collaborative environment with integrity and discretion.
- Warmth, creativity, innovative, and a growth mindset.
- **Preferred:** Experience in outdoor education and facilitation of challenge course activities, with an emphasis on safety, teamwork, and experiential learning.

### **Working Expectations:**

Your role is essential in nurturing and developing young minds. Our expectations for this dynamic position include:

- **Stationary and Active Balance:** This role requires a balance between remaining stationary and actively engaging within the school environment. Your presence and participation are vital in both settings.
- **Mobility and Resource Utilization:** Our campus is a sprawling campus 13 acres with multiple buildings. The ability to move about the school is necessary for accessing and utilizing various resources that are integral to our operation.
- **Clear and Effective Communication:** As a pivotal member of our team, your ability to communicate information and ideas clearly is essential. This ensures a robust and understanding network among staff, students, and parents.
- **Physical Involvement:** The role regularly involves lifting items, including children, weighing up to 30 pounds. This aspect of the job is crucial for supporting the physical care and educational activities of our students.
- **Outdoor Activities Engagement:** Our curriculum incorporates daily outdoor activities, requiring you to work in various weather conditions. This aspect of the role is instrumental in promoting outdoor learning and appreciation among our students.
- **Inclusivity and Support:** We are dedicated to creating an inclusive work environment. If requested reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.
- **Adaptability and Role Evolution:** As our school grows and evolves, so may your role. Our supervisors are always looking to enhance our team's skills and may revise or add duties to reflect these changes. Flexibility and a willingness to adapt are appreciated as we all strive towards our common goal of exceptional education and care.

### **Benefits**

Only offers Competitive Pay and Benefits. Benefit offerings include Medical with HSA plan, Dental plan, Retirement 403(b), Life insurance, Accidental Death & Dismemberment, Flexible spending accounts, Vision care, Short-term Disability, Long-term Disability, Legal Shield and Aflac.

## Note to Potential Candidates

Studies have shown that women, trans, non-binary folks and BIPOC are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in the job description. We are committed to building a diverse and inclusive organization, and we are most interested in finding the best candidate for the job. We strongly encourage you to apply even if you don't believe you meet every one of the qualifications described.

## TO APPLY

SPARC, the Summer Programs and Auxiliary Revenue Collaborative, is acting on behalf of the school to recruit candidates for this position. Candidates should apply online at:

### **Associate Director of Auxiliary Programs Application**

Your online application will require the following:

- Cover letter addressed to: Inly School
- Resume or CV
- List of 4 professional references with contact information

Thank you for your interest in this role. You will be contacted upon receipt of your submission. If you have any questions, please contact SPARC at: **info@sparcnational.com**.



SUMMER PROGRAMS  
AND AUXILIARY REVENUE  
COLLABORATIVE