



DIRECTOR OF SUMMER AND AUXILIARY PROGRAMS

Location: Bell Buckle, TN

Post Date: October 2025

Reports To: Head of School

Compensation: Competitive salary and benefits package

THE OPPORTUNITY

The Webb School, a historic college-preparatory boarding and day school founded in 1870, seeks a dynamic and entrepreneurial leader to serve as its first Director of Summer and Auxiliary Programs. Located just an hour southeast of Nashville on a 150-acre campus, Webb is known as a vibrant community where students engage in athletics, arts, outdoor education, and global programs.

This newly created role is central to Webb's vision of becoming a true 12-month educational community. The Director will design, lead, and expand a portfolio of summer camps and academic programs that reflect Webb's mission while managing facility rentals that connect the school to the wider community. Responsibilities include developing new programs, supervising seasonal staff, cultivating vendor partnerships, and maximizing the use of campus resources in ways that generate mission-aligned revenue and broaden Webb's impact. As a member of the Leadership Team, the Director will collaborate closely with the Head of School, CFO, and colleagues across admissions, marketing, athletics, and academics. The successful candidate will bring creativity, strong organizational and financial skills, and a collaborative spirit - ensuring that Webb's summer and auxiliary offerings are engaging, sustainable, and strategically aligned with the school's goals.



THE WEBB SCHOOL PROFILE

Since 1870, The Webb School has inspired co-ed boarding and day students in grades 6–12 to learn, grow and lead with integrity. Located just one hour from Nashville, Webb's 150-acre campus in the historic town of Bell Buckle, Tenn., provides an ideal environment for students to focus, flourish and discover their true potential.

Mission. For over 150 years The Webb School has been guided by a singular mission: “to turn out young people who are tireless workers, and who know how to work effectively; who are accurate scholars; who know the finer points of morals and practice them in their daily living; who are always courteous [without the slightest trace of snobbery]”

Historical Background. Founded in 1870 by educator William R. “Sawney” Webb, The Webb School is one of the oldest continuously operating boarding schools in the South. Originally located in Culleoka, Tennessee, the school moved to Bell Buckle in 1886, where its mission of rigorous academics, personal integrity, and moral character has remained central. Over time, Webb has grown into a coeducational college-preparatory school with a global student body, while continuing to honor its traditions through a vibrant campus community and ongoing investment in facilities and programs.

Campus and Facilities. The Webb campus encompasses 150 acres in the small town of Bell Buckle, giving students expansive green spaces, walking paths, and room for both structured and unstructured outdoor life. The campus features modern academic and arts facilities, athletic fields, a ropes course and climbing wall, and recently updated residential life spaces. Faculty live and work closely with students, creating a supportive, family-like environment where educators play a vital role both inside and outside the classroom.

Academics and Extracurriculars. Students thrive through a wide range of opportunities: a strong college-prep curriculum, fine and performing arts, competitive athletics, and the signature W.I.L.D. outdoor program, which builds leadership and resilience through adventure and travel. Service learning and global study programs further expand students' horizons.

Commitment To Diversity and Inclusion. *"We embrace the opportunities and challenges of learning and working in a diverse environment characterized by respect and consideration for the needs of others. In partnership with faculty, staff, students, families and alumni, we are endeavoring to instill and sustain shared values that promote a welcoming, inclusive and affirming community."*



History: Founded in 1870

Location: 150 acre campus in Bell Buckle, TN

Students: 400 day and boarding students in grades 6 through 12

Faculty and Staff: 150 faculty and staff members

Website: www.thewebbschool.com

Centrally located, *but a world away.*



Bell Buckle, Tennessee, is a charming small town known for its Victorian architecture, arts and crafts community, and welcoming, close-knit atmosphere. Nestled in rolling Middle Tennessee farmland, it offers a historic downtown with shops, cafés, and festivals that draw visitors year-round. Conveniently, Bell Buckle is located just about an hour's drive southeast of Nashville, giving residents and visitors easy access to the culture and opportunities of a major city while enjoying the quiet of a rural setting.

CURRENT SUMMER PROGRAMS

The Webb School offers a portfolio of summer camps designed for a range of ages and interests:

- **Webb Day Camp** (rising grades 3–7) features outdoor adventures, art, STEM, team games, and use of the campus ropes/climbing courses.
- For students more focused on academics, **Webb Academic Camps** (rising grades 6–12) provide instruction in English, Math, and test preparation (SAT/ACT), led by Webb faculty.
- Athletically minded campers can join **Webb Sports Camps**, which include instruction in sports like basketball, baseball, football, and soccer; these camps offer both day and overnight options.
- For outdoor enthusiasts, **W.I.L.D. Camp** (rising grades 5–8) immerses campers in wilderness leadership, canoeing, backpacking, and related adventure challenges.

Camps are run on Webb's 150-acre campus, with transportation from Murfreesboro, Shelbyville, and Tullahoma for many programs.



DIRECTOR OF SUMMER AND AUXILIARY PROGRAMS

The Director will be primarily responsible for the development, oversight, and management of all summer programs and facility rentals, while also providing leadership for other auxiliary initiatives that enhance Webb's mission, community engagement, and visibility. This role is vital in creating enriching experiences for students and families, generating mission-aligned revenue, and expanding Webb's reach as a 12-month educational community. The position reports directly to the Head of School, works closely with the Chief Financial Officer, and serves on the school's Leadership Team.

Key Responsibilities

Summer Programs

- Create, develop, organize, and run all summer programs offered by the school, including academic, athletic, enrichment, and residential experiences.
- Lead new program development through ideation and collaborative generation of ideas that leverage the intellectual and physical assets of the school.
- Enhance and expand summer program offerings aligned with Webb's mission to meet the physical, emotional, intellectual, and social needs of current and prospective participants.
- Liaise with external vendors interested in offering summer programs on campus, ensuring quality and alignment with Webb's values.
- Provide supervision and oversight of all summer programs, addressing issues or concerns promptly and effectively.
- Establish and maintain program policies, procedures, and behavioral expectations that ensure safe, engaging, and mission-centered experiences.
- Recruit, hire, train, and supervise seasonal staff, ensuring high performance and professional development opportunities.
- Gather feedback from families and participants to continuously evaluate and enhance program offerings.

Facility Rentals

- Manage all facility rental agreements, including negotiations on liability, costs, and terms.
- Develop and oversee a comprehensive facility rental strategy that maximizes the use of Webb's campus year-round while maintaining alignment with school priorities.
- Support academic and athletic departments in coordinating space usage for rentals.
- Maintain a master calendar that tracks all facility bookings and activities in coordination with school operations.
- Collaborate with the maintenance and cleaning teams to ensure facilities are prepared for rentals and restored afterward.
- Work closely with the CFO to determine pricing strategies and manage contract negotiations.

Strategic Leadership & Collaboration

- Serve as an entrepreneurial leader on the Leadership Team, contributing to Webb's broader vision as a 12-month educational community.
- Cultivate partnerships with organizations and community stakeholders to enhance program opportunities and outreach.
- Collaborate with the Admissions Office to position summer programs as a pipeline for student recruitment and family engagement.
- Partner with the Communications and Marketing team to develop and implement integrated marketing strategies for summer programs and facility rentals.

Financial Oversight

- Develop and manage budgets for summer programs and facility rentals, meeting or exceeding revenue targets.
- Monitor financial performance and adjust operations as needed to optimize outcomes.
- Collaborate with the CFO on staffing models, pricing strategies, and vendor contracts.

Administration & Compliance

- Streamline registration and rental processes through effective systems and record-keeping.
- Provide regular reports on enrollment, rental activity, and financial results to the Head of School and CFO.
- Ensure compliance with health, safety, and legal requirements for all programs and facility uses.

DESIRED QUALIFICATIONS

- Bachelor's degree in Education, Business, or related field (advanced degree preferred).
- Proven experience in organizing and managing summer programs and/or auxiliary services.
- Strong communication and interpersonal skills to work effectively with internal departments, vendors, and clients.
- Excellent organizational abilities with keen attention to detail and the ability to manage multiple priorities in a fast-paced environment.
- Demonstrated negotiation and contract management skills.
- Financial acumen, with experience in developing and managing budgets.
- Proficiency in Google Workspace, Excel, and program/registration management systems.
- Professional integrity, adaptability, and a collaborative leadership style.
- Must successfully complete a background check.

TIMEFRAME AND START DATE

December 2025 is the preferred start date for this position. While it is understood that the ideal candidate may have existing commitments, the goal is for the new Director to initiate the development of new summer programming for the Summer of 2026.



EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Webb School complies with all applicable anti-discrimination laws and does not discriminate on the basis of gender, race, color, religion, ethnic or national origin in the administration of its educational policies and programs, admissions processes, scholarship and loan programs, employment practices, athletic and other school administrative programs.

TO APPLY

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

Director of Summer and Auxiliary Programs Application

Your online application will require the following:

- Cover letter addressed to: The Webb 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**.

