



# MADEIRA

**Title:** Co-Curriculum Director of Programming & Operations  
**Department:** Co-Curriculum  
**Reports to:** Assistant Head of School

## Position Purpose

To support and achieve the School's mission and vision by implementing the Co-Curriculum Program in conjunction with other Co-Curriculum personnel to increase each student's awareness of community and global needs/opportunities.

## Key Accountabilities

### Operations:

- Designs, oversees and implements the School's Co-Curriculum programming and day-to-day operations including orientation, learning sessions, MadeiraED Days, Student Life and transportation
- Develops and monitors a system for attendance, invoices, student information, housing of resumes and placement data
- Develops program policies and works in conjunction with co-curriculum colleagues to implement appropriate operating procedures
- Conducts site visits to maintain existing relationships and evaluate the ongoing appropriateness of each placement

### Marketing and Outreach:

- Works in collaboration with the communications department for website content and maintenance
- Effectively articulate the values and goals of the program to school constituencies at school events
- Represents the program to parents and alumnae
- Cultivates relationships with organizations to develop new placement opportunities

### General Responsibilities:

- Responsible for the successful placement and management of at least one grade level in conjunction with the Director of Placement
- Establishes standards and tools for evaluation of the program to be used by students, supervisors and faculty
- Communicates the goals and values of the program to parents, students and the community; coordinates ASMs and CMTs to highlight the program
- Holds students accountable to the responsibilities of participating in the program
- Works on an interdepartmental basis to ensure coordination of and adherence to deadlines
- Manages the departmental budget
- Other duties as assigned

## Position Requirements

Skills & Knowledge	Experience	Education
<ul style="list-style-type: none"> <li>• Familiarity with Washington’s political, cultural, business and human service institutions</li> <li>• Strong interpersonal, communication, analytical, and organizational skills; systems thinking</li> <li>• Ability to work in and foster a collaborative environment</li> <li>• Excellent organizational skills with particular ability to multi-task, systematize and prioritize work; accuracy, attention to detail and ability to follow through</li> <li>• Ability to work independently and as part of a high-performing team with exceptional initiative and judgment</li> <li>• Strong marketing skills and customer-service orientation</li> <li>• Proficiency in basic data management systems and a range of computer applications; willingness and ability to learn additional applications as needed</li> <li>• Appreciation of and commitment to boarding and/or single sex education, diversity and to serving the needs of a diverse population</li> </ul>	<ul style="list-style-type: none"> <li>• A minimum of 3-5 years school or relevant student programming experience preferred</li> <li>• Successful experience in a fast paced and task-oriented office setting</li> <li>• Experience with and/or knowledge of experiential education</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor’s Degree required</li> </ul>

***Disclaimer: The above describes the general nature and level of work being performed by individuals hired into this job. This is not intended to be an exhaustive list of all responsibilities and duties required.***

***The Madeira School reserves the right to change any or all content of this job description based on School needs. The incumbent, if applicable, will be notified of any changes before they become effective.***