



**Position Title:** Horizons at SCH - Site Director  
**Position Status:** Part-time/Full-time\*  
**FLSA Classification:** Exempt  
**Reports To:** Head of School and HSCH Board Co-Chairs

### Horizons at SCH Overview

Horizons at SCH (HSCH) is a tuition-free, six-week, full-day summer academic and enrichment program, supplemented with select school-year programming. Hosted on the campus of Springside Chestnut Hill Academy (SCH), HSCH serves children from nearby communities and local public schools (Partner Schools). Horizons programs are designed as iterative programs, adding one class of 15 rising first grade students each summer who stay until they finish the program as rising 9th graders. Summer 2023 will be HSCH's third year, and approximately 45 students in three classes, one class each of rising first graders to rising third graders, will be enrolled. HSCH runs as a program within SCH, overseen by school leadership and a volunteer Board of Directors (the Board), and is also supported by a regional and a national Horizons organization.

### Position Purpose

The Horizons at SCH Site Director (SD) holds primary leadership responsibility for the overall operations of Horizons at SCH. The SD is responsible for overseeing all Horizons activities in pursuit of the organization's mission "to advance educational equity by building long-term partnerships with students, families, communities, and schools to create experiences outside of school that inspire the joy of learning." The Horizons at SCH SD serves both as a) the administrator who implements the program, and b) the leader who serves as the primary connecting relationship between the Horizons at SCH constituencies, including: SCH departments, the Board, Horizons national and regional leadership, Horizons students and their families, partner schools, teachers, volunteers, funders, and aligned community organizations.

### Essential Functions

- Program Operations
  - Sets curriculum goals for each grade level and implements a summer curriculum that is thematic, project-based, and ensures students develop reading and math skills.
  - Manages summer program logistics, including: classrooms, supplies, transportation, schedules, food service, swimming.
  - Plans and coordinates field trips, enrichment offerings and visitor engagement opportunities.
  - Leads program evaluation, best practice identification and continuous improvement.
  - Plans and implements (quarterly) school-year programs.
- Administrative Management
  - Manages program budget.
  - Maintains all scheduling and record keeping.
  - Responsible for student data management and reporting.
  - Provides Board of Directors support.
  - Ensures compliance with licensing requirements, policies and procedures.
- Horizons Student, Family, and Partner School Relations
  - Leads student recruitment, enrollment and retention efforts.
  - Builds and maintains positive working relationships with Partner School leaders.
  - Builds and manages relationships with Horizons families and students.
- Staff Leadership
  - Recruits, hires, trains and supervises all Horizons at SCH staff, including classroom teachers, learning specialists and administrative support.
  - Recruits, trains, and supervises student volunteers.
- Fundraising
  - Horizons is a tuition-free program, funded 100% through charitable donations. The SD supports the work of the SCH Development office and HSCH Board in all aspects of fundraising.
- Communications and Public Relations
  - Works in collaboration with the SCH Communications office to develop and distribute a variety of Horizons at SCH communications and to implement PR and engagement activities.
- Performs additional duties as assigned by the Head of School.

## **Qualifications**

- Bachelor's degree plus at least three years of experience in a relevant field, such as education, youth development, or nonprofits
- Fluency in and familiarity with current literacy approaches and numeracy methods.
- Self-starter with the ability to work independently while maintaining a high level of accountability, transparency, and communication
- Strong leadership and organizational abilities.
- Excellent oral, written, and computer skills.
- Ability to work with and lead diverse constituencies (parents, students, donors, board, school, and community leaders) and act as spokesperson for Horizons to a broad public audience.
- Understanding, commitment, and execution of Diversity, Equity, and Inclusion practices consistent with the SCH policy statement in all aspects of Horizons at SCH initiatives.
- Experience in and/or a willingness to learn aspects of the job such as budget management, fundraising, personnel management, program supervision, team training, marketing/communications, and working with a volunteer board.

## **Physical Requirements and Work Environment**

- Work in an environment dealing with a wide variety of deadlines and a varied and diverse array of contacts.
- May work at a desk and computer for extended periods of time.
- Be able to occasionally lift up to 30 lbs.
- Work primarily in a traditional climate-controlled office environment.

## **Application Procedure**

Interested candidates, please email a cover letter, resume, and contact information for three references to [careers@sch.org](mailto:careers@sch.org).

*Springside Chestnut Hill Academy is an Equal Opportunity Employer.*

\*This is a 12 months a year position, which is part-time during the school year (average of ten hours a week), full-time during the summer program (six program weeks, plus one pre-program planning and one-week post-program week).