



St. Timothy' School, an Episcopal school in Raleigh, NC, with approximately 585 students in grades Pre-K to 8, is seeking a **Director of Auxiliary Programs** to begin work as the 2025-2026 academic year begins (August/September 2025).

For several decades, St. Timothy's School has successfully run popular and engaging after-school and summer programs that serve hundreds of students annually. The Director of Auxiliary Programs is a newly-created senior leadership position charged with further strengthening, growing, and expanding these programs, and others, in the years ahead.

The Director of Auxiliary Programs will provide both strategic leadership for, and daily management of, the school's After School Care (ASC) program, summer and school-year camps, and additional enrichment programming. She/he also will oversee the Titan Spirit Store and is responsible for maintaining and expanding the school's key sources of non-tuition revenue.

The Director of Auxiliary Programs is a full-time, 12-month administrative position. She/he will serve on the school's senior leadership team and will report directly to the Head of School.

Responsibilities

The Director of Auxiliary Programs ensures that ASC, camps, and enrichment programs are safe, appealing, engaging, and beneficial for all participants. She/he is responsible for:

- Planning all ASC, camps, and enrichment program offerings, developing and managing budgets for all programs, and providing oversight of the program registration process
- Marketing and promoting auxiliary programming to students, parents, and the wider community
- Recruiting, hiring, training, supervising, and evaluating all program staff
- Building and maintaining relationships with community partners and external vendors to complement, support, and expand the school's existing enrichment offerings
- Working with program staff to promptly and effectively address any student support or student disciplinary needs as they arise
- Communicating regularly with parents, soliciting parent partnership and feedback, and promptly addressing parent questions or concerns when they arise
- Collaborating and communicating regularly with administrative colleagues and with faculty to ensure consistency in students' and families' experience in all academic, co-curricular, enrichment, and auxiliary programs' offerings
- Ensuring all necessary policies and procedures are in place, regularly reviewed, and updated, as needed, to promote student well-being and a safe environment at all times for all program participants

- Coordinating with faculty, staff, and vendors to schedule use of campus space after school (band, tutoring, Girls on the Run, etc.)
- Collaborating with the Athletic Director to ensure after school gym and field space is available to support vibrant athletic, ASC, and enrichment programming
- Serving as the on-site administrator for any inquiries, incidents, facilities needs, or campus events that occur outside of the school day while auxiliary programs are underway
- Overseeing the Titan Spirit Store, recruiting and managing staff and volunteers, working closely with the school's Marketing Director to ensure apparel and inventory align with brand standards, developing and implementing necessary inventory control systems and business plans to continue growing and strengthening the store in the years ahead

Qualifications

Any St. Timothy's School employee must fully embrace every aspect of our [core values](#) shaped by our Episcopal School identity. Employees should also be committed to our [core commitments](#) and St. Timothy's School Mission Statement: *St. Timothy's Episcopal School is a nurturing community of academic excellence that instills the knowledge, skills, and values for a life of purpose.*

In addition, all candidates for Director of Auxiliary Programs should possess:

- A Bachelor's degree in a relevant field
- Extensive prior experience working with children of ages 4 to 14
- Prior experience leading, training, and managing employee teams
- Familiarity with online registration and billing systems
- Strong communication, organizational, and budget management skills

The most competitive candidates will also possess:

- A Master's degree in a relevant field
- Prior experience leading camps, after-school care, and/or similar enrichment programming

St. Timothy's School welcomes inquiries from all qualified applicants for employment and does not discriminate against any persons in violation of applicable local, state or federal laws.