



OPEF IS HIRING! SUMMER PROGRAMS DIRECTOR

Are you an enthusiastic programs professional with a passion for summer enrichment and looking for a dynamic part-time position? The [Oak Park Education Foundation \(OPEF\)](#), a privately funded non-profit focused on STEAM enrichment, is seeking a **new Summer Programs Director**.

This is an exciting opportunity for an energetic, strategic, personable and organized individual to join our small, committed team. Our ideal candidate is a self-starter who understands how children learn and thrive, has worked as a leader in a school or camp setting, and **can creatively and comfortably pivot programs during our uncertain times**. We are looking for someone committed to equity and passionate about our mission of bringing hands-on enrichment opportunities to children to help them build a life-long love of learning.

Our organization—and the community and schools we serve—are committed to diversity at all levels; we strongly encourage candidates of color to apply.

For now, OPEF is operating remotely with occasional outdoor in-person meetings.

Position Summary:

The Summer Programs Director is an hourly staff role that leads all efforts driving the success and growth of summer BASE (Build A Summer Education) Camp. Hours will vary based on time of year; will average about 30 hours a week over our 44-week work year and expand to full-time when camp is in session. With the support of an Assistant Director and seasonal administrative staffing, the Director plans and executes exceptional fee-based enrichment camps and a robust scholarship program delivered in a fun, collaborative environment. Responsibilities include the design of summer camp offerings; leadership and development of the BASE Camp Team, summer teachers and youth counselors; oversight of scholarship recruitment and expansion, operations including registration system/camp

software, budget management and annual evaluation. The position reports to the executive director.

This year, due to Covid-19, we had to pivot fast when it came to camp planning. The ideal candidate will be flexible and able to create new plans as circumstances require. We are not just looking for someone to reproduce BASE Camp of the past, but someone with the vision and creativity to help us envision what a new BASE Camp will look like, no matter what the situation.

Responsibilities

- ❑ Hire and lead the BASE Camp Team (Assistant Director & seasonal operations support) to meet or exceed annual enrollment goals within budgetary guidelines.
- ❑ Plan summer BASE Camp offerings; improve existing programming and develop new offerings.
- ❑ Oversee and evolve scholarship program; coordinate with schools and other organizations to communicate scholarship opportunities.
- ❑ Identify opportunities to expand, publicize, and improve camp; convene BASE Camp and OPEF staff and board as needed to review and advance camp development.
- ❑ Recruit and hire teachers and youth counselors.
- ❑ Develop and implement training for teachers and counselors.
- ❑ Support production of camp marketing, website and registration materials.
- ❑ Oversee camp operations.
- ❑ Attend events as appropriate to represent OPEF and BASE Camp.
- ❑ Develop and maintain positive relationships with teachers, administrators, partners, building personnel, parents and campers.
- ❑ Consult regularly with the Executive Director; collaborate with other OPEF staff on projects connected to BASE Camp and the overall success of OPEF; present BASE Camp plans and results to OPEF committees and board of directors as requested.

Skills, Experience, Education Required

- Bachelor's degree required
- Minimum 2 years of relevant program leadership experience
- Education and teaching experience preferred
- Summer camp experience ideal
- Excellent interpersonal and communication skills, both written and oral
- Excellent organizational and analytic skills with good attention to detail
- Ability to track results and work within a budget
- Ability to manage multiple projects and tight deadlines
- Creativity and passion for OPEF's mission.

Founded 30 years ago, the Oak Park Education Foundation is a privately funded nonprofit organization that brings artists, architects, scientists, and technology experts into K-8th grade classrooms at every District 97 school. BASE Camp was

launched 10 years ago as a tiny pilot and has grown into a popular community asset offering more than 60 individual camps to more than 900 children; our summer program helps fund OPEF's free in-school programming.

Interested candidates should familiarize themselves with OPEF and BASE Camp and send a cover letter and resume to Tracy Dell'Angela Barber, OPEF Executive Director, at employment@opef.org. Please write "Summer Programs Director Applicant" in your subject line. Applications will be accepted through mid August, with the goal of interviewing candidates and finalizing hiring decisions in September.