



OPEF IS HIRING! SUMMER PROGRAMS ASSISTANT DIRECTOR

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

This is an exciting opportunity for an energetic, personable, detail-oriented, 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 in an education or camp setting, and can creatively and comfortably pivot programs during our uncertain times. We are looking for someone committed to equity, comfortable with technology, 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 socially distanced in-person meetings.

Position Summary:

The Summer Programs Assistant Director reports to the Summer Programs Director and works closely in planning and executing all aspects of OPEF's summer BASE (Build a Summer Education) Camp. The Summer Programs Assistant Director is an independent contractor role with hourly pay (no benefits) and part-time, flexible hours during the school year; hours expand to full-time when camp is in session during the summer (a month of camp and several weeks leading up to it). Under the leadership of the Summer Programs Director and with the help of seasonal administrative staff, the Assistant Director supports all efforts in providing exceptional fee-based enrichment camps and a robust scholarship program delivered in a fun, collaborative environment.

Responsibilities include assisting the Summer Programs Director with developing summer camp offerings, recruiting and training teachers and youth counselors for summer, and leading summer camp operations (e.g. registration and supplies).

This year, due to Covid-19, we will have to adjust quickly as needed when it comes to camp planning. The ideal candidate will be flexible and able to creatively shift direction as circumstances require.

Responsibilities

- Collaborate with the Summer Programs Director to plan BASE Camp offerings, improve existing programming, and develop new offerings to meet annual enrollment goals
- Assist in recruiting and hire teachers and youth counselors
- Facilitate teacher and youth counselor training
- Handle communications, inquiries, and issues regarding camp.
- Coordinate with OPEF's Director of Communications to produce camp marketing and registration materials.
- Assist with camp operations, including registration,, classroom setup, materials and supplies.
- Attend events as appropriate to represent OPEF/BASE Camp and recruit campers.
- Develop and maintain positive relationships with teachers, administrators, partners, building personnel, parents, and campers.
- Prepare reports for the Executive Director and Summer Programs Director as requested.
- Participate in BASE Camp Team meetings and events as needed.

Skills, Experience, Education Required

- Bachelor's degree required
- Minimum 2 years of relevant experience
- Education or summer camp experience ideal
- Excellent interpersonal and communication skills, both written and oral
- Excellent organizational skills with good attention to detail
- Comfortable with technology and learning our camp registration platform (CampBrain)
- 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 Lindsey Pearson, OPEF Summer Programs Director, at lpearson@opef.org. Please write "Summer Programs Assistant Director Applicant" in your subject line. Applications will be accepted through early January, with the goal of interviewing candidates and finalizing hiring decisions by late January/early February.