



Inspire and challenge.

At Belmont Day School, we foster intellectual curiosity, honor differences, and empower meaningful contribution with excellence, respect, honesty, responsibility, caring, and joy.

Assistant Director of Auxiliary Programs

Belmont Day School is seeking an assistant director of auxiliary programs to support the auxiliary programs department. This position will combine 50% summer support reporting to the director of summer programs and 50% school year support reporting to the director of school year auxiliary programs. This is a full-time, nonexempt, and benefits-eligible position. This position is not eligible for employer-sponsored relocation.

School Year Responsibilities

- Work in support of the director to administer school year auxiliary programs, including, but not limited to, the After School Program, enrichment classes, school vacation week camps, community events, and specialty programs.
- Support the director in day-to-day program leadership and operations, maintaining a visible and responsive presence for families, students, and staff.
- Maintain program policies, procedures, health and safety protocols, and behavior expectations that ensure a safe, inclusive, mission-driven experience for all community members.
- Ensure programs operate smoothly and safely, and align with the school's core values, mission, and the auxiliary programs' educational philosophy.
- Maintain newsletter, program calendars, database, and other operational tasks.
- Facilitate the curriculum and program structure with the director.
- Database administration, including seasonal registration on multiple platforms.
- Perform additional duties as required.

Summer Responsibilities

- Support the director in administering all summer programming.
- Manage registration for summer camp families through CampMinder.
- Assist with hiring, including interviews, offer letters, staff placement, and staff paperwork intake.
- Manage summer supply needs and budget.
- Assist with the design and execution of daily programming, weekly special events, and staff training.
- Provide comprehensive customer service support to families.
- Assist with preparation and on-site visits for the board of health camp licensing and American Camp Association Accreditation.
- Assist the director and seasonal director in staff management and supervision.
- Perform additional duties as required.



Qualifications

- Experience at an administrative level, including database management, program design, and a demonstrated passion for recreational education.
- Genuine affinity for elementary-aged children and enthusiasm for the culture of a pre-kindergarten through eighth grade school.
- Supervisory or leadership experience in recreational education is preferred.
- A bachelor's degree.

Competencies

- Excellent organizational, technological, and collaborative interpersonal skills.
- Strong communication, oral and written skills - clear, warm and responsive - with the ability to work effectively with children, families, faculty, staff and other external partners.
- Collaborative and collegial leadership style with a solution-driven mindset.
- Ability to prioritize multiple projects at once and problem-solve in the moment.
- Strong customer service skills.
- Proficiency with Google Workplace, Excel, and camp management systems, and comfort learning new platforms.
- Flexibility and willingness to execute high-level strategic responsibility and detailed daily operational tasks.

Position Details

- Start date: As soon as possible
- 12-month year-round position
- Salary range: \$65,000 to 72,000
- Excellent benefits package including health, dental, vacation, membership in the swim and tennis association, and summer and vacation camp abatement for school-aged children
- School year hours are 10 a.m. to 6 p.m. | Summer hours are 7:30 a.m. to 4:30 p.m.
- Requires work during summer, February, and April school vacation weeks

Please submit a cover letter specific to this position, along with your resume, to careers@belmontday.org by Tuesday, February 24, 2026.

The school will remain a nonsectarian institution. The school is an equal opportunity employer.

The school complies with all legal requirements in connection with admissions and access to programs, facilities, and employment practices regardless of race, color, religion, sex, gender identity, sexual orientation, national origin, genetics, age, or disability.

