NOBLE AND GREENOUGH SCHOOL
DIRECTOR OF NOBLES DAY CAMP

Location: Dedham, MA
Post Date: September 15, 2022
Application Deadline: October 15, 2022
Reports To: Chief Financial and Operating Officer
Noble and Greenough School, located in Dedham, MA (10 miles from Boston) seeks a full time Director of Nobles Day Camp. This opening presents a unique opportunity to lead one of the premier summer day camps in the Northeast. Serving over 1,500 campers each summer with 300 seasonal staff, Nobles Day Camp is known for its quality programming and caring community. The camp program is an essential function of the the larger school, with the Director reporting to the Chief Financial and Operating Officer. Nobles seeks an exceptional leader with deep camp experience, a commitment to positive youth development, and the skill to guide a large, diverse community.

**THE OPPORTUNITY**

Nobles Day Camp was launched in the summer of 1948 by two Noble and Greenough School teachers with 5 counselors and 48 boys and girls. Nearly 75 years later, the program has grown into one of the premier day camps in the Northeast with approximately 300 seasonal staff and 800 campers each session. Nobles offers a fun and caring camp community dedicated to high quality summer enrichment. Campers develop and practice life skills through experiential, engaging activities that build independence and self-confidence in a non-competitive atmosphere.

**Owls Nest (PK-K)**
The Owls Nest is an exciting and engaging introduction to camp, providing a wide range of creative activities in a safe and nurturing environment. The varied activities are designed to encourage a camper's social, artistic and physical development in ways that are fun and exciting and will keep them engaged throughout the day. Each "nest" has 10-12 campers, a counselor/camper ratio of 1:4.
Grades 1-9

Nobles Day Camp is all about choices. Allowing campers to choose their own activities helps with their personal growth, encouraging them to try new things and develop decision-making skills. Campers are placed in age-appropriate groups that stay together throughout a session. Each hour, campers choose which activity they'd like to participate in among a selection of two or three options. Although counselors encourage children to try new activities, the final decision rests with the camper. As campers mature, the program offers more opportunities to increase personal growth, social development, and leadership skills. When campers enter grades 8 and 9, they can earn the privilege of traveling, based on their behavior with both peers and staff, in and out of camp. Expectations increase with each age level as more freedom and responsibility is placed on the campers.

Counselor-In-Training

This intensive training program, for participants entering their sophomore year in high school, is designed to prepare the CIT for working with adults, peers and children of all ages, interests and abilities. The components of the CIT Program will focus on the transition from camper to counselor with an emphasis on leadership skills, problem solving and peer relations.

ACTIVITIES OFFERED


NOBLES DAY CAMP STAFF

In addition to the Director, the year round management team currently includes an Assistant Director and a Camp Administrator with additional support increasing each spring. The department works closely with other school departments including the Business Office, Human Resources, Buildings and Grounds, and Dining Services.

Each summer, Nobles Day Camp employs approximately 300 seasonal staff. The strength of the staff community is evidenced by the extremely high retention rate, with many seasonal staff returning year after year. As a result, the hiring process is highly selective. Many staff are teachers at local public and independent schools, parents, as well as college and high school students who have proven experience working with children. The high caliber staff is central to the strength and success of the Nobles Day Camp program.
NOBLE AND GREENOUGH SCHOOL OVERVIEW

Nobles is a thriving, inclusive, joyful community where students are inspired by dedicated teachers, coaches and mentors to reach their highest potential each and every day. The rigorous academic, arts and athletics programs are coupled with a strong support system, where students are well known, challenged and cared for by faculty throughout their day. At the core of a Nobles education is an unequaled academic program. Teachers are passionate about their subjects, and even more passionate about working with young people. Likewise, the students who choose Nobles are exceptional. They are academically talented, creative, hard-working and curious. They cultivate strong character and believe in service to others.

Relationships between students and faculty underpin the Nobles experience. Each student is surrounded by dozens of adults who know them well—who teach them in class and also coach them on the field, who serve as their advisor and also direct them on the stage. Faculty members push students to be their best selves, supporting them when they struggle and cheering their many incredible successes.

History: Founded in 1866 as a boys school; went coeducational in 1974
Location: 187 acre campus in Dedham, MA 10 miles from Boston
Students: 630 students in Grades 7-12; day school with 5-day boarding offered
Faculty: 134 faculty
Financial aid and scholarships: 29% of students receive need-based financial aid
Website: nobles.edu

NOBLE AND GREENOUGH SCHOOL MISSION

Noble and Greenough School is a rigorous academic community dedicated to inspiring leadership for the public good. Through mentoring relationships, we motivate students to achieve their highest potential and to lead lives characterized by service to others. The Nobles community:

- Generates critical, creative, socially conscious thinkers;
- Upholds a commitment to diversity;
- Develops character and intellect in deliberate conjunction;
- Cultivates purposeful citizenship on local, national and global levels;
- Builds independence and self-respect through challenge and achievement;
- Espouses humility, humor, collaboration, honesty and respect for others as the foundations of a vibrant intellectual community.
CAMPUS AND FACILITIES

The campus sits on 187 acres along the Charles River in Dedham, MA. Nobles Day Camp benefits from the extensive indoor and outdoor facilities of the school, highlighted by:

- Numerous playing fields
- Four heated swimming pools
- Two full size gyms
- An indoor field house with 4 indoor tennis courts
- 6 outdoor tennis courts
- Three archery ranges
- Low and high challenge courses
- River activities including canoeing, kayaking and row boating
- Multimedia labs, ceramics studio, and photography dark room
- Newly constructed Academic Center

DIVERSITY, EQUITY, AND INCLUSION AT NOBLES

"Nobles commits itself to building a community where every member feels a sense of belonging, respect, recognition, value and confidence. We hope all members are willing to learn, value the differences that exist in our community, and understand themselves so they know how to participate in the world around them in order to make effective change. We look to the central theme of our mission statement—Leadership for the Public Good—and our community principles to guide our work and care for this purpose. The Office of Diversity, Equity, and Inclusion’s guiding principles: accountability, justice, belonging and a commitment to growth and learning, inform our practice while deepening and strengthening our community by providing concrete and clear goals for our community members."
POSITION DESCRIPTION: DIRECTOR OF NOBLES DAY CAMP

Reporting to the Chief Finance and Operations Officer, the Director of Nobles Day Camp is responsible for strategic planning, operations, market development, staffing, program design, budgeting, and ongoing evaluation of Nobles Day Camp. In particular, the Director of Nobles Day Camp is responsible for:

Strategic Program Development and Management
*Continually develop a vibrant summer camp program that achieve desired strategic priorities and supports the school's overall program and mission.*

- Assess, enhance, and where appropriate, expand camp program offerings aligned with Nobles' mission to meet the physical, emotional, intellectual, and social needs of current and prospective participants
- Collaborate with school leadership and administration to ensure the camp program aligns with the school's mission and educational philosophy
- Evaluate the overall program on an annual basis, making adjustments as necessary to maintain exceptional program quality
- Remain current with camp programming trends and new developments within the field
- Maintain American Camp Association accreditation.

Financial Management
*Ensure that the Nobles Day Camp financial performance meets or exceeds budgeted expectations.*

- Prepare annual budget covering all aspects of program expenses and revenues to ensure profitability
- Monitor revenues and expenses in accordance with budgetary restrictions for bottom line performance
- Continually strive to generate and grow net revenue in support of the school
- Oversee payroll policies and operations for all seasonal employees
- Establish and manage contracts with any third party partners and vendors

Marketing and Communications
*In coordination with the Marketing and Communications department, effectively promote Nobles Day Camp so as to achieve enrollment and revenue targets.*

- Develop and implement a comprehensive marketing strategy for Nobles Day Camp
- Ensure an effective and accurate web presence including the website and social media
- Plan and coordinate the publishing and advertising of marketing documents, both digital and print
- Serve as the main spokesperson for the camp including parent contact, media contact, and the public

Camper Recruitment and Registration
*Manage day camp recruitment and ensure that enrollment targets are met.*

- Oversee camper recruitment and registration for Nobles Day Camp program
- Maintain accurate and comprehensive CRM for all campers
Administration and Operations

*Ensure that the administration and operation of camp programs and activities are efficient and effective.*

- Oversee the organization and implementation of record-keeping for the camp program in conjunction with school expectations
- Coordinate and communicate with the Buildings and Grounds Department and other summer programs on campus to ensure appropriate use of school facilities
- Develop and oversee all safety and health protocols in coordination with the school's risk management plan
- Ensure that Nobles Day Camp is in compliance with all applicable regulations of licensing and governing entities

Human Resources

*Hire, manage, and retain a qualified, effective, diverse, and customer-focused team.*

- Supervise and manage the year round staff within with Nobles Day Camp department
- Organize, supervise, and manage the 300 summer seasonal staff
- Work in conjunction with Human Resources to recruit, hire, onboard, and train all camp employees
- Ensure that all necessary and required employment forms, including background checks, are completed and on file

**DESIRED QUALIFICATIONS**

Successful candidates will have the experience and expertise to manage Nobles Day Camp with integrity, dedication, and a love of camp. They will be an effective visionary and manager who is committed to continuous program innovation and collaboration. Candidates should be prepared to demonstrate the following experience and personal qualities:

- 10-15 years of progressively responsible experience managing summer programs (or equivalent)
- Bachelor's degree required; advanced degree preferred
- Well-developed collaborative work style; ability to interact with employees at all levels of the community
- The ability to design and lead a camp experience, program, curriculum, or product, based on a deep understanding of what the audience and community values
- A creative self-starter who brings wisdom, perspective, confidence and excellent problem solving skills to the position
- A strategic thinker with the ability to implement change that drives growth in participation and revenue
- Demonstrated ability to develop financial models for new programs and to manage a budget
- Expertise in marketing using a variety of technology resources including social media
- Excellent project management and organizational skills
- The ability to foster positive relationships with all constituencies in an independent school environment through excellent oral and written communication skills
- Strong analytical skills with the ability to quickly and regularly adjust strategy based on the school's needs
- An independent thinker capable of understanding the full scope of projects while seeing individual tasks through to completion
- A positive outlook, and a sense of humor
- A high level of integrity and an extraordinary work ethic
TO APPLY

SPARC, the Summer Programs and Auxiliary Revenue Collaborative, is acting on behalf of the school to recruit candidates for this position. Candidates should apply online at:

https://sparc.breezy.hr/p/b4e19cbde7ba-director-of-nobles-day-camp-noble-and-greenough-school

Your online application will require the following:

- Cover letter addressed to: Noble and Greenough School
- Resume or CV
- List of 4 professional references with contact information

Thank you for your interest in this role. You will be contacted upon receipt of your submission. If you have any questions, please contact SPARC at: info@sparcnational.com.