

## Community Programs Manager

### The Position

Lake Ridge Academy has an immediate opening for a Community Programs Manager to oversee K- 12 student programming beyond the school day. While reporting to the Director of Lower School, the Community Programs Manager will have day-to-day oversight and direction for all aspects of programming for extended day, after school enrichment, and school break programs, including summer camp. The position will also be responsible for developing the entrepreneurial use of Lake Ridge Academy facilities, resulting in facility-rental agreements with mission-aligned programs and organizations.

### Primary job functions:

- **Design, market, and manage** innovative programs and activities outside of normal school hours. Programming should support the school's mission, enhance its brand, generate revenue, and provide new, enriching and educationally sound experiences for K - 12 students.
- **Partner with Faculty, Staff, and the broader community** to fully utilize internal resources at Lake Ridge Academy, including talented personnel and a 93 acre campus, while broadening partnerships with local mission-aligned programs.
- **Create, market, and manage** the entrepreneurial use of facility rentals with the purpose of generating additional revenue for the school from mission-aligned programs and organizations.
- **Maintain and manage** a database of auxiliary program enrollment for registration, attendance, and health records purposes.
- **Develop and oversee** the program budget so that programming and facility-rentals become a revenue generating operation for the school. Collaborate with the Business team to procure documentation and fiscal information for vendors involved with rentals, afterschool and summer services, ensure auxiliary supply purchases remain within budget, and see that vendors are paid appropriately and in a timely fashion.
- **Supervise program faculty and staff, and provide on-site leadership** during program hours.
- **Communicate with families** throughout the year about upcoming programs, and respond to parent needs and concerns.

### Minimum Requirements

- Relevant experience working with children in a school or after-school setting, including experience in an administrative supervisory capacity with demonstrated decision-making ability
- Proven experience developing programs and engaging in effective community outreach
- Ability to manage fiscal responsibilities, including budgetary oversight and financial communication
- Exceptional organizational, group management, problem-solving and conflict resolution skills
- Demonstrated collaborative skill, working across constituencies and building relationships
- Excellent written and verbal communication skills appropriate for interacting with both children and adults
- A demonstrated commitment to diversity, equity, and inclusion
- 4-year college degree, additional relevant degrees or certifications preferred