



The Oak Park Education Foundation is Hiring! PROGRAMS DIRECTOR!

Are you an enthusiastic education programs professional with a passion for summer enrichment and looking for a dynamic full-time position? The [Oak Park Education Foundation \(OPEF\)](http://opef.org), a privately funded non-profit focused on STEAM enrichment, is seeking a **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 to meet OPEF's strategic vision, while aligning with school District 97 initiatives**. 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.

Job Summary:

The Program Director provides leadership and management of program and curriculum development, planning, promoting and scheduling of year-round programs, with priority given to our BASE Camp summer program. This position leads program staff, volunteers, and works with participants and families in furtherance of our mission and goals. Additionally, the Program Director is responsible for the supervision of year-round program operations, participant registration and engagement, policy implementation and safety of all programs operated by OPEF.

With the assistance of hourly support staff and a seasonal administrative team, the Programs Director plans and executes an exceptional fee-based enrichment camp with 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 OPEF's Executive Director.

The position assumes a 44-week work year, with a month off during the late summer and other breaks and holidays following the calendar of Oak Park Elementary School District 97. This is a hybrid position that is in-office for 3 days per week, except during the busiest time in preparation for and operation of summer camp May – July which will require 5 days in-person work weeks. The position does not include a full benefits package but does offer a monthly reimbursement to cover health care benefits.

Salary Range:

\$52,000 - \$60,000

Responsibilities

- **Oversee all aspects of summer BASE Camp planning, from camp development and registration to hiring and family communication**
 - Recruit and hire teachers and youth counselors
 - Direct robust scholarship program; coordinate with schools and other organizations to communicate scholarship opportunities
 - Work with executive director to develop a budget for coming year
 - Manage successful launch of registration site
 - Coordinate supply inventory and management
- **Oversee operations on site during camp weeks**
 - Manage the BASE Camp Team (support staff, teachers and seasonal hires)
 - Develop and implement training for teachers and counselors.
 - Develop and maintain positive relationships with teachers, administrators, partners, building personnel, parents and campers
- **Act as strategic leader in guiding the future of BASE Camp growth**
 - Meet or exceed annual enrollment goals within budgetary guidelines
 - Improve existing programming and support development of new offerings
 - Identify opportunities to expand, publicize, and improve camp. Attend events as appropriate to represent OPEF and BASE Camp.
- **Support the management of other school-year programs and administrative responsibilities, as needed and directed by the Executive Director**
 - Manage In-school and out-of-school programs, support staff, including internal and District 97 teacher program coordinators.
 - Manage and grow new Afterschool Enrichment program.
 - Maintain positive relationship with District 97 staff and administrators to further OPEF mission and vision, in accordance with the 2024 Strategic Plan.
 - Improve existing programming and develop new offerings in accordance with the 2024 Strategic Plan.

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 analytical skills with strong 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. Please send a cover letter and resume to Latonia Baker, OPEF Executive Director, at employment@opef.org. Please write "Programs Director Applicant" in your subject line.