



The Oak Park Education Foundation is Hiring! PROGRAMS DIRECTOR!

Are you an enthusiastic education professional with a passion for summer enrichment programs? The Oak Park Education Foundation (OPEF), a privately funded non-profit dedicated to STEAM education, is looking for a dynamic Programs Director to join our team.

This is a unique opportunity for an energetic, strategic, and highly organized individual to take on a leadership role in a small, mission-driven organization. The ideal candidate is a self-starter with a deep understanding of how children learn and thrive. We're looking for someone with experience in leading educational programs, whether in a school or camp setting, who is adept at adapting and evolving programs to align with OPEF's strategic goals and the broader initiatives of the school district.

We're seeking a Programs Director who is committed to fostering equity in education and passionate about providing hands-on, enrichment opportunities that inspire a lifelong love of learning. OPEF is dedicated to diversity and inclusion, both within our team and in the communities we serve. We strongly encourage candidates of color to apply.

Job Summary:

The **Program Director** plays a key leadership role in the development, planning, and management of OPEF's year-round educational programs, with a primary focus on our signature **BASE Camp summer program**. This position involves overseeing all aspects of program and curriculum development, staff leadership, scheduling, promotion, and ensuring the successful operation of year-round offerings. The Program Director will lead a team of staff and volunteers and work closely with participants and families to advance OPEF's mission and goals.

In collaboration with hourly staff and a seasonal administrative team, the Program Director will design and execute an exceptional fee-based enrichment camp that includes a robust scholarship program. Responsibilities include the creation and planning of summer camp activities, leadership and professional development for the BASE Camp team (including summer teachers and youth counselors), oversight of scholarship recruitment and expansion efforts, management of camp operations (including registration systems and camp software), budget oversight, and conducting annual program evaluations.

The Program Director reports directly to OPEF's Executive Director.

Position Details:

- **Work Year:** 44 weeks annually, with a month off during late summer and other breaks and holidays aligned with the Oak Park Elementary School District 97 calendar.
- **Benefits:** While the position does not include a full benefits package, a monthly reimbursement will be provided for healthcare coverage.

Salary Range:

\$60,000 - \$70,000

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 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 the 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 programs 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.

The Oak Park Education Foundation is a privately funded nonprofit dedicated to empowering young people, families, and schools in our community by offering hands-on, engaging STEAM learning experiences. Through our dynamic programming, we spark curiosity and foster a passion for learning among students in Oak Park District 97 and neighboring communities.

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.