



## Director of Extended Enrichment/ Summer Program

**REPORTS TO:** Head of School

**Full/Part-time:** Full-time - 12 months

**Contract Dates:** July 1, 2026 - June 30, 2027

**SALARY:** Commensurate with experience

### **QUALIFICATIONS and EXPERIENCE:**

- Bachelor's degree preferred
- 5 years experience planning and directing an afterschool program/summer camp

### **JOB SUMMARY:**

The Extended Care Director fulfills the mission of the school by coordinating the Extended Care program. The Extended Care Director is responsible for providing an appropriately safe, caring and enriching environment for the children enrolled in the program, which is supportive of the school's philosophy, organization, and curriculum. The Extended Care Director prepares activities, assists with the needs of students, and supports learning by creating an atmosphere where students can complete homework.

Responsible for the day-to-day operations of summer camps. Oversee all aspects of camp, including programming, staffing, safety, and general management. Responsible for developing summer calendar of events/programs, planning and executing field trips, and developing a daily schedule to include on and off campus activities that address academic enrichment, physical activities and exercise, and spiritual development.

Extended Enrichment/Summer Camp employees are governed under the Minimum Standard guidelines with the Department of Family and Protective Services. Each are background checked and are current on their fingerprints as well as First Aid/CPR, AED, Safeguarding God's Children and Safeguarding God's People. Each year the Extended and Summer Camp staff are required to obtain training hours which relate to their positions in accordance to DFPS.

### **RESPONSIBILITIES - EXTENDED ENRICHMENT:**

- Maintain requirements for certification with the Department of Family and Protective Services according to the Minimum Standard Guidelines. Oversee DFPS visits to Trinity School of Texas as they review classrooms, playgrounds and other areas on campus that Extended Enrichment/Summer Camp students visit during the day. See that all of the operations of Extended Enrichment /Summer Camp stay within the Minimum Standard guidelines. Also provide DFPS with staff and student records and all inspection reports for the facility including insurance documentation, Department of Health Food Establishment Ratings, Gas Pipeline Testing, City of Longview Fire Inspection, Product

- Safety Recalls and immunization records. Keep accurate records involving faculty and staff concerning background checks/fingerprinting requirements.
- Oversee the hiring, training and supervision of the Extended Enrichment employees. Keeping records for their required training to meet or exceed expectations as stated in the Minimum Standard guidelines and provide training opportunities that remains in accordance to the DFPS Minimum Standard guidelines. Supervise the Extended Enrichment staff as they develop activities for learning experiences to best utilize the available time for instruction and supply the employees with the necessary supplies and equipment needed to perform their duties while in the classroom.
  - Assist Extended Enrichment employees to resolve conflict between children and communicate when necessary with the parents when we conflict escalates. Also, assist when needed with daily communication with parents.
  - In accordance with the administrative policies and procedures of the Trinity School of Texas, provide for the discipline, guidance, and release of children. Will provide for the recognition of symptoms of child abuse, neglect and sexual molestation and will retain and utilize the responsibility and procedure for reporting these. Also, will be aware of the procedures for handling emergencies and execute them when necessary.
  - Maintain accurate daily records of student attendance and report them monthly to the billing department.
  - Select and requisition snacks/materials/equipment needed, and will maintain required inventory records and a balance accounting expenditures for the Extended Enrichment Program.
  - Maintain positive liaison with Trinity School of Texas and local and state agencies, officials and other assisting sources.
  - Keep the Head of School punctually informed of all significant events pertaining to the care of children with vigilant attention to those events which might develop into problems requiring the attention of the Head of School, or the Board of Trustees.
  - Reflect a positive and efficient image in keeping with the school's philosophy and image in the community.

#### **RESPONSIBILITIES - SUMMER CAMP:**

- Develop a summer camp calendar and prepare for daily activities which are based on the event for the day..
- Supervise Summer Camp teachers to ensure fidelity of planned curriculum.
- Plan enriching activities that encourage cognitive, emotional and academic development.
- Prepare materials for instruction and gather necessary supplies for the daily activity and lesson.
- Check attendance daily and prepare the sign in/out sheet for classes in accordance to Minimum Standard guidelines.
- Encourage the children to participate and provide direction and assistance while motivating them to be creative.
- Share with parents about their child's progress academically and socially and discuss any behavior concerns which might occur.
- Supervise and assist all children at all times, including on and off campus activities, in accordance to DFPS Minimum Standard guidelines making sure that each child is safe and accounted for.
- Assist with lunch preparation and prepare the rest area for those which rest.
- Supervise and assist with lunch.
- Supervise children to and from all activities throughout the day.
- Work as a team to help promote Trinity School of Texas Summer Camp Program.
- Create positive relationships with Summer Camp staff and parents as well as within the community.

**APPLICATION REQUIREMENTS:**

Qualified candidates should complete an online application for employment under “About” at <https://trinityschooloftexas.com/about/employment/> and attach a cover letter and résumé. You will receive an email confirming receipt of your application and additional details to complete the application process. Contact [employment@trinityschooloftexas.com](mailto:employment@trinityschooloftexas.com) with any questions.

Trinity School of Texas does not discriminate in hiring and retention policies. Candidates of all races, creeds, colors, religions, and ethnic and national backgrounds are encouraged to apply for available positions and will be afforded fair and equal consideration for inclusion within the faculty and staff.