



Job Description

Job Title: Summer Programs Operations Director
Department: Collaborations
FLSA Status: Exempt
Reports to: Head of School
Date Prepared: October 2025

Position Summary

New England Innovation Academy (NEIA) seeks an experienced and visionary Summer Programs Operations Director to lead our 8-week immersive summer residential programs. NEIA seeks to make an immediate appointment to begin working on the 2026 summer programming. Reporting directly to the Head of School, this is a senior-level role designed for a dynamic leader who brings extensive experience in youth programming, staff management, and residential life.

The Summer Programs Operations Director will live on campus for the duration of the summer programming season, serving as the on-campus leader and overseeing day-to-day operations, ensuring the safety, well-being, and success of all students. The ideal candidate is a passionate educator and program leader who thrives in a fast-paced environment, inspires teams, and creates transformative experiences for young people.

Schedule & Compensation

- **Summer Commitment:** Full-time, residential leadership from **June 15 – August 16, 2026** (8-week program plus 1 week of staff training and preparation). Room and board are provided throughout.
- **Academic Year Commitment:** Up to 15 hours/week of part-time planning during the academic year (November–June).
- The pay range for this position is \$25,000–\$40,000 annually, including housing and meals during the 8-week summer residential program. This position is not eligible for benefits.

NEIA employees are expected to embody NEIA's principles of empathy, equity, personalization, authentic work, and collaboration in all work activities and actions.

Essential Duties and Responsibilities include, but are not limited to, the following:

- Serve as the primary on-campus leader for all summer programs hosted at NEIA, including day and residential activities.

- Recruit, hire, train, schedule, supervise, and perform annual reviews of summer program staff, including counselors, instructors, and residential life team members.
- Responsible for student safety and well-being during the duration of summer (including evenings and weekends) programming.
- Direct all aspects of the summer program student experience, including registration, check-in/check-out procedures, attendance, program operations, including scheduling, meals, facilities, transportation, and residential life.
- Act as the primary point of contact for families for all aspects of summer programming.
- Provide crisis management and on-campus decision-making, addressing behavioral concerns, safety issues, and operational challenges with professionalism and care.
- Manage program budget, track expenses, and ensure financial and operational goals are met.
- Collaborate with leadership to implement program vision, culture, and mission-aligned experiences.
- Leverage CampBrain software to oversee registration, forms, communications, and program logistics.

Qualifications

- **Experience:** Minimum 7+ years directing large-scale youth programs with residential components, including staff supervision, student engagement, and program development.
- **Leadership:** Proven ability to manage and inspire staff in a fast-paced, high-responsibility environment.
- **Financial Acumen:** Budget oversight experience, revenue tracking, and risk management.
- **Project Management:** Demonstrated ability to manage multiple priorities and meet set objectives.
- **Skills:** Exceptional organizational, operational, and problem-solving skills with attention to detail.
- **Belonging:** Demonstrate a commitment to inclusion, diversity, and respect for all viewpoints.
- **Role Model:** Model integrity, professionalism, and discretion, particularly in handling confidential information.
- **Communication:** Strong interpersonal and written communication skills for engaging with parents, students, and staff.
- **Commitment:** Ability to live on campus for the full 8-week summer season. Maintain a service-centered approach and cultivate a strong return rate with both students and staff.
- **Preferred Background:** Experience in independent schools, summer camps, or innovation/STEAM programs.
- **Technology:** Proficiency with Google Workspace, Excel/Google Sheets, and CampBrain (or similar database systems). Strong ability to design and implement technology-driven processes for program registration, scheduling, and reporting.

- **Passion:** Deep commitment to student development, creativity, and fostering life-changing experiences.

Supervisory Responsibilities

- The Summer Programs Operations Director supervises all summer program seasonal staff at NEIA.

Education and/or Experience

- BA/BS degree is required.
- Minimum 7+ years directing large-scale youth programs with residential components, including staff supervision, student engagement, and program development.
- CPR, First Aid & AED Certification preferred.
- Must be able to pass background checks prior to hire.

Physical Requirements

The physical demands described here are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Ability to move around a multi-building campus, traversing long distances, using stairs, navigating outdoor environments, and uneven terrain.
- Stand/sit for long periods of time.
- Bend, lift, push, kneel, crouch, crawl, stoop.
- Capable of moving around and adapting to frequent changes in position throughout the workday.
- Hearing and speaking to understand and exchange information in person or on the telephone.
- Speak clearly, so listeners understand.
- Use hands and fingers for manipulation, and use computer keyboard, educational tools, play equipment, and perform first aid and CPR.
- Specific vision abilities required include close vision, distance vision, color vision, and depth perception.
- Occasional lifting, carrying, pushing and/or pulling.

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Nothing in this job description restricts NEIA's right to assign or reassign duties and responsibilities to this position at any time.

Interested candidates are asked to send a cover letter and resume to careers@neiacademy.org with the subject: Summer Programs Operations Director

We are unable to respond to phone or email inquiries. To learn more about New England Innovation Academy, please visit our website: <https://neiacademy.org>