

About the Role

We are seeking a highly motivated and experienced individual to join our team as the Director of Extended Learning at Hudson Lab School. This person will be responsible for organizing and overseeing all aspects of our programming outside of school including our boutique summer day camp, February and spring break camps, and our after school classes. The ideal candidate will have a passion for student-led education, strong leadership skills, excellent communication abilities, and a knack for business development. Responsibilities for this role include promotion and staffing, curriculum and planning with a team, and management and administrative functions. This position is full time. Camp experience is preferred.

About Hudson Lab School

Hudson Lab School is a progressive, project-based learning K-8 school dedicated to fostering creativity, critical thinking, and a love of learning in children. We are co-located with Andrus on Hudson, a skilled nursing home situated on 26 acres of scenic lawns and wooded trails in Hastings-on-Hudson in Westchester County. Our primary goal is to create a learning environment where everyone feels safe, happy and excited to be a part of our community. We strive to advance the equity, diversity and belonging of our community in all domains, including the curriculum, admissions, environment, and hiring. To find out what makes Hudson Lab School unique, check out our project videos [Museum of Us](#) and [Bringing Nature to the Grands via VR](#).

About Camp Hudson

Camp Hudson's mission is to instill a love of learning, to inspire creativity and wonder, and to teach children the process to design and build their big ideas. Camp Hudson is a boutique summer day camp with approximately 50 campers each week ranging from grades K-5. Camp sessions typically run over 1 and 2-week periods and have a unique theme including Superhero Academy and Hogwarts Invitational. We construct large-scale projects outdoors revolving around the themes. Individually each child is free to create smaller projects on his or her own. We teach safe, appropriate tool usage, along with gardening, art, computational thinking and creative play. Our goal is to foster each child's confidence that their skills at designing, making and revising are unlimited—just like their imaginations. To learn more about Camp Hudson, please visit our website at hudsonlabschool.com/summer.

Our Philosophy

With the freedom to fail, the time to persevere, and constraints to breed creativity and foster problem-solving, kids learn to trust themselves and their curiosity.

You know you're a natural fit for this role if you're...

- A thoughtful leader
- An insightful business builder
- A person who enjoys being outdoors
- A person that kids, parents, and co-workers love to be around

Our Philosophy

If you are a joyful leader who takes great initiative, Hudson Lab School provides opportunity for creativity, career growth, and the excitement of being at the forefront of educational innovation. Please email your resume and cover letter outlining your qualifications and interest in this role to awesomejobs@hudsonlabschool.com. Please include your availability to start.

Key Responsibilities

Program Development and Management:

1. Develop and execute a comprehensive plan for summer camp, break camps, and the after-school program, aligning activities with educational goals and student interests.
2. Plan and coordinate program schedules, ensuring a balance of enrichment activities, academics, and recreational opportunities.
3. Hire, train, and supervise teachers and staff members, fostering a positive and supportive work environment.
4. Collaborate with teachers and administrators to ensure alignment between extended learning activities and classroom learning objectives.

Operations and Logistics:

1. Oversee all aspects of camp and program operations, including registration, enrollment, and communication with parents/guardians.
2. Manage budgets and expenses for extended learning programs, optimizing resources and maintaining financial sustainability.
3. Handle administrative tasks related to program logistics, such as facility management, equipment procurement, and transportation coordination.

Parent Communication and Engagement:

1. Serve as the primary point of contact for parents/guardians regarding extended learning programs, providing regular updates, answering questions, and addressing concerns.
2. Foster positive relationships with parents, encouraging their involvement and feedback to enhance the quality of programs.
3. Organize parent orientations, information sessions, and other events to promote engagement and communication.

Business Development and Marketing:

1. Identify opportunities for growth and expansion within extended learning programs, developing strategies to attract new participants and increase enrollment.
2. Cultivate partnerships with local organizations and businesses to enhance program offerings and reach a broader audience.
3. Develop marketing materials and promotional campaigns to promote Camp Hudson, break camps, and the after-school program, leveraging various channels such as social media, email newsletters, and community outreach.

Camp Staff Management:

1. Support and guide the development of camp staff, by working closely with the Camp Associate Director to assess peer performance and culture, identify issues, and implement solutions as necessary.
2. Be knowledgeable of and adhere to all camp policies, rules, and guidelines: model, monitor and ensure appropriate behavior and adherence to camp rules and regulations by both students and staff members.
3. Work closely, cooperatively and amicably with all staff members.

Summer Camp Details

For the summer of 2024, camp will be in session from July 1 – Aug 16. Work is from Monday – Friday starting at 8:30 am and finishes at 4:30 pm. There may be requirements to work weekends, and/or evenings to ensure that the Camp is operating effectively.

Qualifications & Requirements

- A joyful, lifelong learner with resilience, a growth mindset and a sense of humor
- Excellent interpersonal skills; able to engage with children, their parents, and your team in a welcoming, friendly, and professional manner
- Flexible, patient and calm under pressure; able to thrive in a dynamic and fast-paced environment
- Proven ability to effectively collaborate with internal team, cross-functional team, and external parties
- Demonstrated success in organizing and managing summer camps, after-school programs, or similar educational initiatives.
- Strong leadership abilities with a proven track record of effectively supervising staff and motivating teams.
- Excellent communication skills, both verbal and written, with the ability to interact professionally with parents, staff, and external stakeholders.
- Entrepreneurial mindset with a knack for identifying and pursuing business opportunities. Budgetary/financial skills preferred.
- Good organizational skills and follow through
- Flexibility to work evenings and weekends as needed during camp and program sessions.
- Ability to address problems quickly and effectively
- Ability to follow safety guidelines and implement these guidelines
- Punctual and dependable
- Must complete CPR

What We Offer

- Competitive compensation commensurate with experience
- Health, dental and vision benefits
- Health Savings Account (HSA)
- Employee-funded 401k
- Employee discount