

## Site Director

\*Minimum Requirements: Bachelor's degree and leadership experience in education/camp setting

A site director's role is similar to a head of school's or principal's. Site directors provide overall leadership and manage the day-to-day operations at their sites. Site directors maintain high visibility on campus, attend administrative tasks on and off campus, meet daily with staff and students, and attend all major events at the site.

During the week, site directors attend daily administrative staff meetings, handle paperwork and other logistical tasks, and respond to concerns from students, staff, and parents. Site directors at day sites must maintain high visibility on campus by being available in the office at key times and by observing classes and activities as often as possible. The site director may need to spend additional time outside of core work hours in the evenings and on weekends as necessary to complete paperwork and other administrative tasks. In addition, the site director may need to arrive earlier and/or depart later to assist with the before- and after-care program.

## Sample Daily Schedule

Here's what a day in the life of a Site Director looks like. Exact schedules will vary from site to site.

Core work hours for day site positions are Monday-Friday 8 a.m.-4:30 p.m., but these may vary depending on the specific site schedule. All staff members are required to work student check-in day on the weekend immediately prior to the start of each session.

Administrative roles may be required to work the Saturday at the end of the session, as needed. Administrators also rotate before and after-care coverage during the session from 7:30-8 a.m. and 4:30-5:45 p.m.

At day sites that operate two sessions, administrators will be required to work the weekend between the two sessions, as needed.

### Morning

- Work Before Care one day per week beginning at 7:30 a.m.
- Check in at the site office to handle any emergencies and make sure the office is functioning and ready for the day
- Meet with instructors and Program Assistants (PAs) individually before students arrive at 8 a.m.
- Visit classes
- Attend the daily PA meeting at least two times a week
- Return parent calls, read/respond to Concern Incident Medical Reports (CIMRs), and work with the host institution on any issues

**Afternoon**

- Help monitor lunch and recess
- Run the daily administrative team meeting
- Visit classes and afternoon activities
- Coach and be available to staff
- Attend the weekly instructor meeting
- Check in with the health office about schedules, record keeping, and student issues
- Assist with student dismissal
- Check in with the other administrators before they depart for the day
- Work After Care one day a week until 5:45 p.m.