

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. Site directors take 1-2 days off per session, to be approved by the program manager or assistant program manager for the site and coordinated with the senior administration on staff. In general, days off cannot be taken on weekends.

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.

Morning

- Check in at the site office to handle any emergencies and make sure the health office is set for medication distribution for the day
- Attend breakfast and talk to students and staff before class begins
- Check in with the assistant site director and divide tasks for the day
- Visit classes
- Return parent calls, read/respond to CIMRs, and work with the host institution on any issues
- Run the daily administrative team meeting
- Get a petty cash update from the Office Manager

Afternoon

- Have lunch and take an afternoon break
- Visit classes and afternoon activities
- Attend the weekly instructor meeting
- Coach and be available to staff
- Check in with the health office about schedules, record keeping, and student issues

Evening

- Attend dinner and talk to students and staff
- Continue to work on paperwork and catching up on issues from the day
- Visit classes, social time, and/or hall time

- Check in with the health office for bedtime medications

Weekends

- Be an active presence during big weekend events and set aside blocks of time when you can be available to students and staff
- Stay on top of paperwork and logistics
- Check in with the office manager regarding petty cash and any issues at least once a day
- Check in on the health office and at least once a day