Director of Auxiliary Programs
Part-time *Onboarding Phase: Immediate Start, 2026–27 School Year*
Full-time (1.0 FTE) *Position for the 27-28 School Year*

Position: Director of Auxiliary Programs
Reports to: Head of School (with strong collaboration with Director of Operations)
Initial Appointment: Part-time or full-time onboarding during the 2026–27 school year
Full-Time Appointment: July 1, 2027 (1.0 FTE), with expanded summer launch responsibilities beginning in June 2027
Compensation: $80,000 - $100,000 annually (full-time equivalent), commensurate with experience

About Mack Boulder

Mackintosh Academy – Boulder is an independent K–8 school dedicated to nurturing the keen minds and compassionate hearts of gifted and twice-exceptional learners. Through the International Baccalaureate's inquiry-based approach, we cultivate curiosity, creativity, meaningful challenge, student agency, and a deep sense of belonging.

At Mack, we believe children thrive when they are known deeply, affirmed for who they are, appropriately challenged, thoughtfully supported, and empowered to make a difference.

Our extraordinary 23-acre campus provides a distinctive setting for learning, exploration, connection, and adventure. We are excited to extend these opportunities beyond the traditional school day and school year.

About Mack Boulder's Auxiliary Programming

Mack Boulder's auxiliary programs, including Aftercare, summer camp, and other enrichment offerings, extend this philosophy beyond the academic day. They give students a safe, engaging, and enriching experience while supporting the needs of our families. As an integral part of school operations, these programs balance structured activities with student-directed exploration, creativity, movement, and rest, and they prioritize student well-being, meaningful relationships, and the individual needs of gifted and twice-exceptional learners. The Director of Auxiliary Programs will lead this work, ensuring each program is well run, welcoming, and consistent with the school's values and systems.

This position reports to the Head of School and works closely with the administrative team, faculty, and staff across divisions. It begins as a part-time onboarding role during the 2026–27 school year and transitions to full-time on July 1, 2027, aligned with the start of the school's new fiscal year. The ideal candidate is highly organized, proactive, and comfortable managing logistics, contracts, and parent communications in a fast-paced environment.

Position Overview

The Director of Auxiliary Programs is an entrepreneurial educational leader responsible for designing, developing, and directing Mack Boulder's portfolio of auxiliary programs, including **school-year enrichment, after-school care, and Mack Summer 2.0**.

This is an opportunity to build something exceptional: a coordinated collection of programs that extends Mack's educational philosophy, creates joyful and meaningful experiences for children, supports the needs of families, and contributes to the school's long-term financial sustainability.

The Director combines educational vision with business model development and hands-on operational leadership. Responsibilities encompass program design, staffing and supervision, financial planning, registration systems, vendor partnerships, family communications, safety, and regulatory compliance.

A major initial priority is the launch of Mack Summer 2.0 in June 2027. **During the inaugural summer, the Director of Auxiliary Programs will also serve as the on-site Summer Camp Director**, providing direct leadership of daily camp operations, staff, student experiences, and safety.

As the auxiliary portfolio grows, Mack may establish a separate seasonal Summer Camp Director position in subsequent years, allowing the Director of Auxiliary Programs to concentrate more fully on year-round program leadership, development, and growth.

The position reports to the Head of School and collaborates closely with academic leadership, the Business Office, Admissions, Development and Community Engagement, and Facilities.

Three Pillars of Auxiliary Programming

1. School-Year Enrichment

Lead the design and coordination of a vibrant enrichment program that extends learning, discovery, creativity, and exploration beyond the regular academic day.

Responsibilities include:

- Design a compelling portfolio of enrichment opportunities reflecting student interests, developmental needs, and Mack's inquiry-based educational philosophy.
- Recruit, support, and evaluate faculty instructors, outside educators, and specialty program partners.
- Coordinate program schedules, facilities, materials, enrollment, registration, and family communications.
- Develop and manage instructor and vendor agreements, program budgets, pricing, and payment processes.
- Evaluate participation, program quality, family satisfaction, and financial performance to guide ongoing improvements.
- Collaborate with faculty and academic leadership to ensure enrichment experiences complement Mack's educational program.

2. Afterschool Care

Lead the development and ongoing operation of Mack's school-directed afterschool care program, providing a safe, dependable, welcoming, and engaging experience for children and families.

A major initial responsibility will be guiding the transition from the current external aftercare partnership to a Mack-operated program.

Responsibilities include:

- Design and implement the new program's staffing, schedules, systems, policies, financial model, and daily routines.
- Recruit, train, supervise, and evaluate aftercare personnel, establishing clear expectations for student safety, positive relationships, and program quality.

- Create developmentally responsive experiences that balance creative play, movement, outdoor exploration, social connection, student choice, and rest.
- Ensure consistent attendance procedures, student check-in/check-out, authorized pickup, emergency readiness, and family communications.
- Coordinate with school leadership and student-support professionals to respond thoughtfully to the needs of gifted and twice-exceptional learners.
- Manage enrollment, registration, billing, staffing expenses, and program budgets.
- Establish a sustainable, high-quality aftercare experience that families trust and children enjoy.

3. Mack Summer 2.0

In conjunction with the Director of Operations and Head of School, lead the design, launch, operation, and continuing development of Mack Summer 2.0, an ambitious summer program that extends Mack's distinctive educational approach to families throughout the Boulder community.

The proposed inaugural program includes seven weeks of summer experiences for rising K–8 students, with full-day and half-day options, optional aftercare, small-group learning, and specialty program topics such as Mack Makers, Mack Wild, Mack Arts, Mack Quests, Mack Sports, and Mack STEM.

Responsibilities include:

- Lead the development of engaging, inquiry-driven, experiential summer programs that make purposeful use of Mack's campus and educational resources.
- Design camp schedules, grade-band groupings, enrollment capacities, staffing plans, and daily operating structures.
- Recruit, hire, train, schedule, supervise, and evaluate seasonal camp instructors, assistants, and aftercare personnel.
- Develop program budgets, pricing recommendations, enrollment targets, and appropriate minimum enrollment thresholds in collaboration with the Director of Operations and CFO.
- Coordinate with Admissions and Communications to market programs, build enrollment, and welcome families new to Mack.
- Oversee registration, payment processes, camper records, health care plans, medical and emergency information, and parent communications.
- Ensure exceptional program quality, child safety, regulatory compliance, and reliable daily operations.
- Evaluate program outcomes, family feedback, staff experiences, enrollment, and financial performance to inform future summer planning.

Summer 2027 Leadership Model

For the inaugural summer, the Director of Auxiliary Programs will serve directly as Summer Camp Director, with primary responsibility for day-to-day operations, including staff supervision, arrivals and dismissals, daily scheduling, student safety, incident response, family communication, and program quality.

The Director will maintain an active on-site presence for at least 90% of daily summer programming hours, subject to applicable licensing requirements, and will coordinate qualified coverage during any approved absence.

Mack anticipates evaluating the potential establishment of a separate seasonal Summer Camp Director position for Summer 2028 and beyond as program enrollment, scope, and financial performance develop.

Cross-Program Leadership Responsibilities

Strategic Planning and Financial Stewardship

- Develop and manage a coordinated annual operating plan for the full auxiliary programs portfolio.
- Build and monitor program budgets, revenue projections, staffing expenses, registration trends, and operating contributions.
- Collaborate with the Director of Operations and CFO to establish financially responsible pricing, staffing, purchasing, and resource-allocation practices.
- Analyze program performance and recommend improvements that enhance educational quality, family experiences, and financial sustainability.
- Identify opportunities for responsible program innovation and growth.

People Leadership and Program Quality

- Recruit, hire, onboard, supervise, coach, and evaluate auxiliary program employees and contractors.
- Cultivate a positive team culture characterized by collaboration, clear expectations, professionalism, continuous learning, and joy.
- Establish consistent standards for program quality, responsive student support, communication, and family service.
- Collaborate with Mack educators and specialists to support the strengths and needs of gifted and twice-exceptional children.

Operations, Systems, and Family Experience

- Select, configure, and manage registration and program administration systems, in partnership with school operations and technology personnel.
- Coordinate program calendars, facilities, supply purchasing, rosters, student records, and daily operational logistics.
- Develop and oversee family-facing information, registration communications, payment policies, cancellations, refunds, and program updates.
- Respond promptly and thoughtfully to family questions and concerns.
- Coordinate closely with Mack's school-day operations, safety protocols, facilities, and communications systems.

Licensing and Compliance

- Serve as the designated on-site program director and summer camp director under Colorado Department of Early Childhood licensing requirements.
- Meet program director qualifications under 8 CCR 1402-1 (Rule 2.509) and complete director-specific trainings within required timelines.
- Lead licensing applications, inspections, and renewals for Mack-operated aftercare and summer programs, in coordination with the Director of Operations.
- Ensure all staff complete required pre-service, 30- and 90-day, annual, and pre-camp trainings, and maintain complete staff files, including required exit verification letters.
- Maintain required attendance, visitor, staffing, and incident records, and submit required reports to CDEC within mandated timelines.

Health and Safety

- Ensure staff-to-child ratios, group sizes, and supervision practices meet licensing requirements at all times, with qualified coverage and clear delegation during any absence.
- Develop, implement, and regularly review emergency procedures, incident-reporting practices, and risk-management plans, aligned with Mack's schoolwide safety systems.
- Maintain the program's relationship with a Department-approved Child Care Health Consultant, including medication delegation, individualized health care plans, and documented consultations, and ensure a medication-delegated staff member is on duty at all times.

- Ensure meals, snacks, physical activity, sun protection, screen time, field trips, and transportation meet licensing requirements and align with Mack's allergy and food-safety practices.

Phased Implementation

Phase 1: Onboarding, Design, and Launch Preparation | 2026–27 School Year

The position begins as a part-time or full-time appointment as soon as possible, with scheduled hours determined by program needs and available budget.

Initial priorities include:

- Learning Mack's community, educational philosophy, current enrichment offerings, aftercare operations, and administrative systems.
- Completing required credentialing and licensing preparations.
- Leading the design and operational preparation for Mack Summer 2.0, including staffing, registration, pricing, marketing, and daily program planning.
- Developing the transition plan from Champions to a Mack-operated afterschool care program.
- Assessing existing enrichment programming and identifying priorities for improvement.
- Establishing strong working relationships with faculty, staff, families, and community partners.

The Director and Head of School will establish a shared onboarding plan with clear milestones, responsibilities, and scheduling expectations.

Because Mack Summer 2.0 begins in June 2027, the position will require expanded availability for pre-camp preparation and full-time on-site summer leadership beginning before the formal July 1 full-time appointment. The schedule and compensation arrangements for this transition will be established in advance.

Phase 2: Inaugural Summer Launch | Summer 2027

During Summer 2027, the Director will provide direct on-site leadership of Mack Summer 2.0, ensuring a successful first-year experience for campers, families, and staff.

Particular emphasis will be placed on operational excellence, safety, responsive communication, program quality, enrollment performance, and ongoing improvement.

Phase 3: Full Year-Round Portfolio Leadership | 27–28

Following the inaugural summer, the Director will lead the integrated operation and ongoing development of enrichment, aftercare, and summer programming.

The Director will work with school leadership to assess staffing structures, program performance, financial sustainability, and opportunities for future growth, including the possible addition of a separate seasonal Summer Camp Director.

Qualifications

Required Experience and Qualifications

- At least 3–5 years of relevant leadership, administrative, or supervisory experience in independent schools, youth programs, summer camps, extended-day programs, or related educational settings.
- Demonstrated experience recruiting, supervising, coaching, and evaluating staff.
- Experience designing or managing programs involving children and families.

- Strong operational and financial management skills, including budgeting, scheduling, enrollment coordination, and contractor or vendor relationships.
- Excellent written and verbal communication skills and demonstrated effectiveness working with parents and caregivers.
- Ability to meet all applicable Colorado licensing qualifications for program and camp directors, including required experience, training, and background clearances.
- Current CPR, First Aid, and Standard Precautions certifications, or the ability to obtain required certifications upon hire.
- Proficiency with administrative technology, registration systems, databases, and common office applications.

Preferred Experience and Attributes

- Experience in independent schools, gifted education, twice-exceptional learning environments, or inquiry-based educational programs.
- Experience launching or significantly expanding a school auxiliary program, camp, or other youth-serving enterprise.
- Familiarity with child-care and summer camp licensing and operational standards.
- An entrepreneurial mindset with an interest in innovative program design and continuous improvement.
- Strong interpersonal judgment and the ability to navigate student needs, parent concerns, staff development, and competing operational priorities.
- A commitment to belonging, equity, inclusion, student agency, and developmentally responsive educational practices.

We are especially interested in candidates who combine the imagination of an educational designer, the care of a trusted community leader, and the organizational discipline of an effective program director.

Expectations of All Mack Staff

All Mack Boulder employees contribute to a collaborative, mission-centered school community. Staff are expected to:

- Maintain clear, timely, and constructive communication with families, colleagues, and school leadership.
- Participate in relevant staff meetings, professional learning, and community events.
- Support school-wide safety practices, student well-being, and a culture of belonging.
- Model curiosity, collaboration, responsibility, and respect in their interactions with students and adults.
- Participate in school life, including appropriate gatherings, traditions, and community experiences.
- Advance Mackintosh Academy's mission and commitment to knowing, affirming, challenging, supporting, and empowering every student.

Compensation and Benefits

- **Full-time annual salary:** $80,000-$100,000, commensurate with experience, beginning July 1, 2027.
- **Onboarding phase:** Compensation will be prorated based on scheduled hours and agreed responsibilities during the 2026–27 school year.
- **Benefits:** Mack offers a comprehensive benefits package to eligible employees, including health, dental, vision, life insurance, retirement options, sick leave, and paid time off.
- Benefits eligibility during the onboarding period is determined by scheduled hours and applicable plan requirements.

Join Us

Mack Boulder is building something special. Our auxiliary programs offer the opportunity to create more of the experiences that make childhood joyful and learning meaningful—more discovery, more adventure, more connection, and more opportunities for children to grow.

We seek a leader who is excited not only to manage excellent programs, but also to imagine, build, and continually improve them.

Designed for who they are. Prepared for where they're going.

How to Apply

Interested candidates should email a cover letter and resume to **jobs@mackboulder.com** with "Director of Auxiliary Programs" in the subject line. In your cover letter, please share what draws you to this role and an example of a program you've built, launched, or meaningfully improved.

Applications will be reviewed on a rolling basis, and we encourage early submission given the immediate start date.