



POSITION AVAILABLE
Summer Programs Assistant Director
THE PUTNEY SCHOOL

The Putney School is seeking a highly motivated and detail oriented Summer Programs Assistant Director. The Assistant Director works closely with the Director of the Programs, and is responsible for helping to develop and implement marketing strategies through various modes of communication (social media, print materials, email marketing, school visits, etc). The Assistant Director is also responsible for managing application materials for incoming summer students. This includes processing applications, communicating with families throughout the process, and helping maintain relationships before and after the summer sessions. The Assistant Director will also help to lead the seasonal office staff and residential team when the program is in session, and acts in the place of the Director in the Director's absence. This is an exempted, salaried position that is year round, with extended working hours during the summer session.

About The Putney School: Putney is a progressive boarding school for 230 hardworking and curious students in Putney, Vermont. Hands-on learning is embedded in the school's culture: a working dairy farm, expansive arts offerings, a robust work program, miles of wooded trails, and large solar arrays serve our curriculum.

Employees are also part of an intentional residential experience that values belonging and community. We seek applicants who find joy in their work and help others realize how much fun authentic, student-centered learning can be. The school cultivates and sustains an educational community that values difference. Community members explore how they contribute to building a home at Putney where everyone, especially those from historically-marginalized populations, can honor their individual racial, gender, ethnic, and socio-economic identities. Putney recognizes this is difficult, communal work. The school supports all its employees in developing this critical skill set.

Position Responsibilities:

- Update handbooks, evaluation forms, summer schedules; filing, photocopying, general office procedures; lead occasional campus tours; manage and maintain database of current and former students, staff, inquiries, professional contacts, etc.; manage department files on school server/google drive; manage workshop materials; primary liaison with health services, library, school store
- Establish working relationship with students and staff for on-site management, serving as point person for a wide range of summer student and staff concerns
- Recruit, interview, hire, and train residential staff

Position Benefits:

- Competitive compensation depending on experience
- Health benefits, paid vacation, and 403(b) retirement plan contributions
- Annual professional development opportunities

Qualifications: Successful candidates will have earned at least a four-year college degree and will have worked for at least three years building professional experiences that can be directly deployed in this position. They are expected to be inquisitive, interested in educational design, engaged by Putney's mission and creative ethos, excellent communicators, technologically nimble, energetic, and initiative-taking self-starters.

How to Apply: Please submit a cover letter, resume, and 3-5 references via email to employment@putneyschool.org. We will continue reviewing applications until the position is filled.