



ROBERT COLLEGE

ISTANBUL, TURKEY

ROBERT COLLEGE is seeking a full-time RC Summer Program Director

JOB SUMMARY:

Responsible for the overall coordination of all RC Summer programs from pre-program planning and promotion to the final clean-up and inventory. The summer director will be the on-campus administrator and thus oversee use of physical facilities, coordinate groups logistically and oversee the use of RC resources. Reports to the Head of School.

DUTIES AND RESPONSIBILITIES:

- Consulting with stakeholders to determine camp requirements.
- Responsible for all marketing, communications, and enrollment.
- Meets with RC Summer Co-Coordinators on a regular basis to set goals, review progress, coordinate use of facilities and resources regarding concurrent RC Summer programs.
- Works closely with the Co-Coordinators and the Business Manager in pre-planning operations of RC Summer.
- Manages the hiring, registration procedures and overall assignments of the staff.
- Manages the summer calendar preparation and daily program details with the coordinators.
- Manages risk-management assessment/plan.
- Plans daily camp activities and creates activity schedules.
- Organizes yearly meetings with related RC Departments. (Such as IT, Plant Office, P.E., Arts,..)
- Manages the allocated budget, as well as ordering camp equipment and supplies in coordination with RC Summer Business Manager.
- Ensures safe practices and a healthy camp environment.
- Manages the Core Staff and Counselor Orientation.
- Manages the evaluation of the Core Staff and counselors.
- Reviews the "Child protection" and the "Safeguarding" requirements of the program and communicates with the RC Child Protection Officer about possible updates.
- Manages to uphold program standards at all times and be responsible for the safety and well-being of core staff, counselors and the participants both mentally and physically.

QUALIFICATIONS:

- University degree
- Minimum 10 years of experience (strong background in education, management, and organization)
- Fluent written and spoken English
- Strong working knowledge of MS Office Programs

- Have effective communication and interpersonal skills along with conflict management and adaptation skills
- Must be extremely organized and detail-oriented, flexible thinker
- Enthusiastic for professional & self-development
- Ability to manage diversity
- Ability to prioritize and multi-task with great follow-up skills
- Superior judgment, professionalism, a pleasant warm demeanor and a thoughtful approach to administrative support in a team collaborative environment.

Please send a short letter articulating your interest and qualifications, a CV, and contact information (preferably e-mail addresses) for a minimum of three professional recommendations to rchr@robcok12.tr by **February 1, 2023**.

**Aligned with international child protection standards, Robert College is committed to the safeguarding of children: its recruitment process includes a rigorous child protection element and detailed background checks.*