

# Director of Programming

**Dates (in person):** June 22, 2026 - July 26, 2026

**We are seeking enthusiastic, creative people who enjoy working as a team and are excited to help ignite our middle school students' curiosity and create an inclusive, safe, and joyful campus community.**

## About the Program

EXPLO Middle School is a 4-week summer program for students who are currently in grades 6-8. It includes two 2-week sessions taking place at Wellesley College in Wellesley, Massachusetts, USA. Students will either participate in EXPLO 360°, in which they will take a variety of classes over their two weeks, or in one of our Focus programs — Veterinary Science or Medical Rotations. Classes will be taught by subject-area experts and professional teachers, and Advisors will facilitate activities, events, and all other parts of the campus community experience.

## The Opportunity

The Director of Programming oversees the Programming Office, which is the center of all student activities outside of the classroom. The Director supervises and mentors staff who are assigned to the office, ensures the successful planning and execution of all student facing events and activities, oversees daily tasks relating to the office, assigns and ensures the completion of daily administrative tasks to maintain the smooth running of the office, interacts with students, families, and outside vendors as necessary about program happenings, and works with the host campus to ensure a smooth working relationship and that all programming is compliant with their rules. The Director also oversees the scheduling of all staff, ensuring that all areas of student life and all activities and events have appropriate levels of supervision.



## **Director of Programming Responsibilities**

- Supervise, support, and provide regular feedback to staff assigned to the Programming Office, fostering a collaborative and productive work environment.
- Develop and maintain a comprehensive programming calendar to ensure balanced and engaging activities and evening programming for middle school students.
- Ensure all programming aligns with student interests, EXPLO's goals, safety protocols, and program and host institution policies.
- Manage the scheduling of staff for all programming, events, and student life supervision, ensuring adequate staffing and supervision levels across all student areas.
- Oversee all aspects of weekend off-campus trips, including coordinating with vendors and outside groups, confirming bus schedules, assigning staff and students to trips, and acting as the primary point of contact while groups are off campus.
- Serve as the primary point of contact for external vendors, including the bus company, regarding programming, events, and off-campus trips.
- Monitor program budgets and expenditures in collaboration with other departments.
- Serve in a senior leadership position, collaborating with Directors in other offices.
- Live on campus and support operational and programmatic tasks, as needed, that are necessary to the success of the program.

## **Dates, Compensation + Benefits**

- This is a 5-week seasonal position. A multi-day, on-campus, in-person training and orientation will start on Monday, June 22, 2026. Dates for pre-season, remote coaching are flexible, and will be discussed as part of any job offer.
- Compensation for this role is \$4,800-\$6,500, based on relevant training and experience.
- Room and board are provided for the duration of the program.



## About You

- You have earned, at minimum, a bachelor's degree, or have the equivalent post-secondary school experience, by the start of the program.
- You are able to live and work on campus for the duration of the program.
- You are authorized to work in the United States, and/or have the ability to obtain authorization by the start of the program.

## Physical Requirements and Work Environment

- This position will require staff members to occasionally assist with a variety of physical tasks, including carrying signage and supplies, event set-up and tear-down, and standing or walking for prolonged periods of time during events; responsibilities before students arrive will include setting up both indoor and outdoor spaces.
- The Wellesley College campus is large and spread out, and we will be using spaces throughout the campus. Because of this, days will include significant amounts of walking.

*EXPLO will make reasonable accommodations under the Americans with Disabilities Act that would enable employees to perform the essential functions of their job.*

*Accommodations must be requested in writing prior to the summer.*

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**To apply, please complete [the application here](#).** You may also send questions to [faculty\\_hiring@explo.org](mailto:faculty_hiring@explo.org).

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*EXPLO is an equal opportunity employer. We have a clear vision: to be an organization that attracts a diverse mix of talented people to come and do their best work. We are building a team that values diversity and belonging. EXPLO, as a part of the Exploration School, does not discriminate on the basis of physical handicap, sex, race, creed, color, sexual orientation, gender identity, age, marital status, or national or ethnic origin in administration of its educational policies, admissions, scholarships, or other social programs. It affords all students the rights and privileges that are generally made available at the School.*