

Main Office Director

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 Main Office Director oversees the Main Office, which is the center of communication for the program. The Director supervises and mentors staff who have been assigned to the office, and oversees the completion of daily administrative tasks to maintain smooth communication at the program. These tasks include answering parent phone calls, welcoming parents and students to campus, maintaining the lost and found, communicating with other offices, checking students in and out of campus, and keeping the Main Office tidy and professional. The Director also oversees student arrivals and departures and related logistics.

Main Office Director Responsibilities

- Supervise, support, and provide regular feedback to staff members assigned to the Main Office to ensure professional, efficient, and consistent service.
- Maintain clear, professional, and consistent communication between students, families, staff, and program offices through in-person interactions, email correspondence, and phone calls.
- Develop and maintain effective systems for managing messages, documentation, and inter-office communication.
- Maintain a friendly, organized, and professional Main Office environment.
- Supervise student check-in and check-out procedures to ensure accurate record keeping and safety.
- Oversee logistics for student arrivals and departures, including coordination with families, staff, and transportation to and from campus.
- Manage the campus lost and found.
- Manage the distribution and tracking of keys, ensuring accountability and replacing lost or missing keys as necessary.
- 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.

**

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

--

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.