

Programming Office Manager

On Campus • Room + Board Provided

EXPLO Middle School at Wellesley College
Wellesley, MA

Dates (in person): June 21, 2027 – July 25, 2027

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 EXPLO Middle School

EXPLO Middle School is the leading enrichment program for middle schoolers, inspiring students ages 12 to 14 (currently in grades 6-8) since 1977. Our four-week summer program runs as two 2-week sessions at Wellesley College, just outside Boston, with day and residential options. In EXPLO 360°, students design their own program from dozens of hands-on workshops and electives. In our Focus programs, Veterinary Science and Medical Rotations, they dig deep into one field. Instructors spark curiosity and bring classes to life. Advisors build belonging, running the activities, events, and trips that turn a campus into a community. They are supported by experienced academic, student life, and operations leaders who provide coaching, feedback, and guidance throughout the summer.

The Opportunity

The Programming Office is the center of all student activities outside of the classroom. Reporting to the Director of Programming, the Manager helps lead the office and keep it running smoothly. As a direct supervisor of staff assigned to the office, the Manager provides regular coaching and feedback to help each staff member grow in the role and deliver engaging, well-run activities and events. The Manager also helps ensure the successful planning and execution of all student facing events and activities, helps oversee 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 guidelines. The Manager also assists the Director with the scheduling of all staff, ensuring that all areas of student life and all activities and events have appropriate levels of supervision.

Programming Office Manager Responsibilities

- Support the Director of Programming in all aspects of Programming Office operations, and step in to lead when the Director is unavailable.
- Directly supervise staff assigned to the Programming Office, in partnership with the Director, setting clear expectations.
- Provide ongoing coaching and feedback to help staff grow in their roles, fostering a collaborative and productive work environment.
- Help 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.
- Assist the Director in managing the scheduling of staff for all programming, events, and student life supervision, ensuring adequate staffing and supervision levels across all student areas.
- Help 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.
- 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 21, 2027.
- Ahead of the summer, the Programming Office Manager also completes required remote training, which includes a combination of individual sessions and team meetings. Individual sessions are scheduled flexibly; team meetings are scheduled at set times based on group availability.
- The Programming Office Manager receives one-on-one professional development tailored to their needs, focused on building skills in coaching and supervising staff.
- Compensation for this role is \$5,000, 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 organized, communicate clearly, and are eager to grow as a supervisor and mentor.
- 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. Please contact us to discuss an accommodation request.

Application Process

To apply and learn more, visit [EXPLO's Faculty & Staff Hiring page](#).
Questions may be directed to faculty_hiring@explo.org.

Selected candidates will be contacted for interviews on a rolling basis. **Early applications are encouraged.**

EXPLO, as part of Exploration School, is an Equal Opportunity Employer committed to building a diverse team and a workplace that values inclusion and belonging. We do not discriminate against applicants or employees on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, disability, protected veteran status, age, marital status, or any other characteristic protected by law.