

Residence or Day Director

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

Residence Directors and Day Directors are members of the Office of Student Life, the summer team charged with creating community on campus and ensuring that students have both a safe and joyful experience while at the program. The Director roles are similar, with Residence Directors tasked with primarily supporting our overnight students and Day Directors with our day students. Residence and Day Directors work with the Dean and Assistant Dean to oversee all aspects of dorm and student life, including student conduct, discipline, health, safety, and sense of community.

Collaboration is at the heart of this role. Directors work side by side with a co-Director and the full Office of Student Life, talking through challenges as a team and supporting one another's work. We look for Directors who notice what needs to be done, step up without being asked, and approach problems with a focus on what's possible.

As direct supervisors of a team of Advisors, Directors provide regular coaching and feedback to help each Advisor grow in the role and effectively guide an assigned group of middle school students. They

also spend a significant amount of time communicating with caregivers, both via email and on the phone, regarding student experiences at the program. In addition to their primary job responsibilities, Directors will perform a variety of other tasks that contribute to the program's success, which include chaperoning weekend trips, supervising students throughout campus and the town of Wellesley, and assisting with event setup.

Residence Director and Day Director Responsibilities

- Directly supervise a team of Advisors, setting clear expectations and holding regular one-on-one check-ins and group meetings.
- Provide ongoing coaching and feedback to help Advisors grow in the role and effectively guide their student groups.
- Work side by side with a co-Director and the full Office of Student Life, sharing information, talking through challenges, and making decisions as a team.
- Take initiative in identifying and addressing student and staff needs, bringing a proactive, solutions-oriented approach to challenges.
- Support students as they navigate social and emotional challenges; establish and maintain a healthy, safe, and engaging student life environment.
- Communicate proactively with caregivers to share student experiences, challenges, and progress; partner with caregivers to support their children when the need arises.
- Effectively and justly respond to student behaviors and actions when they are not aligned with community expectations in accordance with the student handbook and Residence and Day Director handbook.
- Partner with the Dean and Assistant Dean on the coordination, planning, and implementation of student life initiatives and campus policies.
- Assist the Office of Student Life with operational tasks such as handling student mail, serving as a liaison between the program and college maintenance staff, and ensuring that student birthdays are celebrated.
- Provide leadership in all aspects of the summer program, including off-campus trips, activities, and evening events.
- Support operational and programmatic tasks, as needed, that are necessary to the success of the program.

Dates, Compensation + Benefits

- This is a 5-week, residential, seasonal position. The 5 weeks include required on-campus, in-person training and orientation prior to the arrival of students.
- Ahead of the summer, Residence and Day Directors also complete required remote training, which includes a combination of individual coaching sessions and team meetings. Individual coaching is scheduled flexibly; team meetings are held at set times based on group availability.

- Each Director receives one-on-one coaching tailored to their needs, focused on building skills in coaching and supervising staff.
- Compensation for this role is \$5,000.
- Room and board are provided for the duration of the program. Both Residence and Day Directors are required to live on campus.

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. In addition, weekend trips may also include walking tours and similar demands.

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.