

# Employment Opportunity

The Cambridge School



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Position Title **Auxiliary Programs Manager**

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Location The Cambridge School, San Diego, California

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Reports To Chief Business & Operations Officer

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Job Type Full-Time / 12-month position

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Salary Range \$58,000 - \$70,000 depending on experience

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## About The Cambridge School

If you're looking for a meaningful vocation that seeks to form young people to live flourishing, eudaemonic lives while collaborating with thoughtful, mission-focused colleagues in an intentional community of faith and learning, The Cambridge School in beautiful San Diego, California, might be just the place for you!

We are a JK-12th grade Classical Christian school that is almost 20 years old and thriving. We are committed to equipping students to think well, love rightly, and live wisely through an educational model that is rooted in historic Protestantism and the best of the classical tradition. Our mission embodies a dedication to shaping students' affections towards the true, good, and beautiful by providing them with an education that is formative and not merely informative. While this is no easy task in our day and age, together we are faithfully seeking to cultivate wisdom and virtue in our students through our academically-vigorous and spiritually-robust community of faith and learning. If this resonates with you, please go to our school website at [www.cambridgeclassical.org](http://www.cambridgeclassical.org) to learn more and apply!

## Position Overview

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The Auxiliary Programs Manager is responsible for the management, oversight, and growth of our non-academic programs and services that support the overall mission and operations of The Cambridge School. This includes providing strategic leadership for Cambridge Club (our afterschool program), the various enrichments that happen on campus, and for our summer program. The Director ensures these programs are well-organized, financially sustainable, and aligned with the school's values and goals.

## Essential Duties and Responsibilities

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1. Program Management & Development: Oversee and coordinate all auxiliary programs (e.g., Cambridge Club, Enrichments, Summer Program). Monitor and evaluate existing programs to ensure quality, effectiveness, and student satisfaction. Foster an engaging and supportive environment for all students in these programs
2. Budgeting & Financial Oversight: Work with the Chief Business & Operations Officer to develop and manage the annual budgets for all auxiliary services. Ensure the financial sustainability of auxiliary programs by setting tuition/fees, managing expense, and creating cost-effective strategies.
3. Staff Management: Support all activity leaders and support staff.
4. Operations & Logistics: Ensure smooth day-to-day operations of auxiliary programs, including scheduling and facilities management. Coordinate with other stakeholders to ensure the efficient use of resources. Implement policies and procedures for student safety, health and well-being in all auxiliary activities.

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## **Essential Duties and Responsibilities continued**

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5. **Communications and Customer Service:** Serve as the primary point of contact for families and community members regarding all programs. Communicate regularly with parents and students about program offerings, schedules, and updates. Address any concerns or feedback from families and ensure customer satisfaction.
6. **Collaboration with School Leadership:** Develop long-term strategies for the growth and improvement of the auxiliary services. Work with the administration to contribute to the broader mission and goals of the school.

## **Requirements**

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- A bachelor's degree in education or business administration preferred.
- 3+ years of experience in program management, preferably in an educational or school setting.
- Strong leadership and organizational skills, with the ability to manage multiple programs and outside vendors.
- Excellent communication and interpersonal skills, with a focus on customer service and collaboration.
- Experience in budgeting, forecasting, and resource allocation

## **Benefits**

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- Competitive salary based on experience.
- Attractive benefits package including health options, retirement plans, and more.
- Opportunities for professional growth and development.

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## **How to Apply**

Interested candidates are invited to send a letter of interest, resume, and references to [careers@cambridgeclassical.org](mailto:careers@cambridgeclassical.org).

*The Cambridge School is an equal opportunity employer and welcomes candidates from all backgrounds who agree wholeheartedly with our Statement of Faith and our articulation of our mission.*

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