



Cape Fear Academy Job Announcement

Applications are now being accepted for an Assistant Director of Auxiliary Programs to begin immediately. (Full-Time, Year-Round)

Cape Fear Academy is a learning community committed to discovering and developing individual potential, preparing each student for success in college and life.

Located in Wilmington, NC, Cape Fear Academy is southeastern North Carolina's premier PK3-12 independent school. A learning community of 813 students and 156 faculty and staff members, CFA is guided by its mission of discovering and developing individual potential. To accomplish this goal, CFA offers students an impressive array of opportunities in academics, the visual and performing arts, and athletics. Our 47-acre campus has state-of-the-art facilities that provide a rich and inspiring physical environment for students to explore and develop their passions. More important, CFA boasts a committed faculty and staff who live the school's mission in their daily interactions with students.

Teachers at Cape Fear Academy deliver high quality instruction that emphasizes critical thinking, written and oral communication, and collaboration in a technology-rich environment. CFA's academic curriculum establishes clear, coordinated goals for each course and grade level while still allowing teachers the freedom to be creative and innovative in their instructional choices. Academic departments foster collaborative decisions about curriculum, materials, and departmental goals. This high level of collegiality as well as support for continuous professional development make CFA an ideal place to grow professionally.

All members of the CFA community are familiar with and expected to uphold and foster the core values of respect, integrity, resilience, and accountability. These core values are the cornerstone of school-wide commitment to developing leadership skills in our students, preparing them for success in college and life.

Applications are now being accepted for an immediate opening to start this Summer:

Assistant Director of Auxiliary Programs – Full Time, 12-Month, Benefit Eligible

Scope:

Provides operational leadership and strategic support in an area critical to the school's continued growth and long-term success by assisting in the design, expansion, and management of all auxiliary programs. Works in close partnership with the Director of Auxiliary Programs to support after-school programming, middle school enrichment initiatives, summer camps, and emerging auxiliary opportunities. Plays a key role in scaling auxiliary offerings, improving operational efficiency, and supporting new revenue-generating initiatives that enhance student experience and community engagement.

Major Responsibilities:

- Assist in planning, managing, and evaluating all auxiliary programs, including after-school enrichment, middle school initiatives, and summer camps.
- Support development of new auxiliary offerings including leadership programs, facility rentals, and expanded camps.
- Oversee daily after-school operations to ensure quality programming and positive student experiences.
- Coordinate middle school enrichment programs, events, and off-campus experiences.
- Assist with planning and execution of summer camps including staffing, logistics, and on-site support.
- Monitor enrollment trends and program demand to ensure effective staffing and program delivery.
- Support revenue-generating initiatives including facility rentals and retail programming.
- Assist in recruiting, onboarding, training, and supervising staff and instructors.
- Provide on-site leadership and step in for program coverage as needed.
- Serve as a point of contact for families regarding program logistics and communication.
- Support administrative systems including registration, rosters, and scheduling.
- Ensure compliance with school policies, safety standards, and emergency procedures.
- Assist in strategic growth initiatives and new program development.
- Assist with facility rental clients, vendors, etc.
- Serve in a leadership capacity when the Director is unavailable.
- Other duties as assigned.
- Perform other projects and duties as assigned.

Knowledge, Skills and Abilities:

- Strong organizational and operational management skills.
- Excellent communication and customer service skills.
- Ability to manage multiple programs simultaneously.
- Experience supporting program growth and operations.
- Ability to build relationships with staff, families, and vendors.
- Strong problem-solving and adaptability.
- Ability to maintain confidentiality and professionalism.
- Superior organizational skills and the ability to prioritize responsibilities and accomplish goals with limited supervision
- Strong attention to detail and ability to know how details fit within the larger community picture.
- Able to develop and maintain close relationships with students, parents, staff and community.
- Fosters an atmosphere of creativity, collaboration and innovation.
- Demonstrates leadership ability and superior interpersonal skills to motivate others.

Physical Requirements/Working Environment:

- Ability to sit or stand for the majority of a normal workday.
- Pull/push/carry up to 25 lbs. of equipment.
- Must be able to see and have close vision, distance vision, color vision and the ability to adjust focus.

- Mobility sufficient to navigate efficiently and safely within our entire campus, including playgrounds, athletic fields and other environments with uneven ground.
- Hearing sufficient to hear vocalizations from a distance and speech sufficient to instruct and interact indoors or outdoors with groups of students.
- Ability to handle stressful situations in a calm and objective manner.
- Must be able to hear sufficiently in order to communicate with others.
- Must be able to speak clearly and loudly enough to be understood.
- Must be able to work in an environment with moderate noise level and sometimes frequent interruptions.
- Occasional travel required for seminars, conferences, and other training.

Education: Bachelor's degree preferred in Education, Business, Recreation, or related field.

Experience: Experience in program coordination, youth programming, or school-based environments preferred.

Equivalency: Directly related experience or a combination of directly related education and experience may be considered in place of the above requirements.

Salary and Benefits: We offer competitive compensation and a robust selection of benefits, including:

- Heavily subsidized Health Insurance for employees.
- Employer paid Life and Long-Term Disability insurance.
- A full complement of voluntary group insurance plans (Dental, Vision, Flexible Spending Accounts, Accident, Hospital, Critical Illness and Voluntary Life Insurance for employees and families.)
- We offer professional support for student loan forgiveness programs, Employee Assistance Program and financial literacy resources.
- We support retirement contributions with a 6% match after one year of service.

Target Start Date: July 31, 2026.

To apply:

Please visit our website and click on "Apply Here"

<https://www.capefearacademy.org/about/employment>

Or use the link below:

<https://recruiting.paylocity.com/recruiting/jobs/All/bad901c1-f066-460d-90a1-32df81fba70b/Cape-Fear-Academy>