



Now Hiring: Assistant Director

BASEC • Maynard Sites (Green Meadow & Fowler)

Position: Assistant Director

Location: BASEC @ Green Meadow and BASEC @ Fowler (Maynard)

Schedule: 52 weeks / year, 40 hours / week

Salary Range: \$65,000 - \$71,000 Annually

Reports to: BASEC Site Director

Run the floor. Coach the team. Learn to lead an afterschool program from the inside — across two BASEC sites, every day.

About BASEC

BASEC — the Belmont After School Enrichment Collaborative — is an out-of-school time program that develops creative, resilient, resourceful, and responsible youth in grades K–12. This role is based at our Maynard sites, BASEC @ Green Meadow and BASEC @ Fowler, where we run afterschool programming, vacation camps, and the family relationships that make it all work. We take out-of-school time seriously — the curriculum, the coaching, the operations, the way families are met at pickup — and we are looking for people who want to do this work at a high level.

The Role

The Assistant Director is the Site Director's partner in running BASEC @ Green Meadow and BASEC @ Fowler. You move between the two sites, lead programming with students on the floor every day, coach educators, and take real ownership of curriculum design, staff development, administration, and family communication. This is a role for someone who wants the reps that lead to running a site — and who wants those reps in a program that treats out-of-school time as serious work.

You will spend your days moving between classrooms, coaching in the moment, jumping in to lead an activity, and stepping back to handle the administrative work that keeps a program credible: attendance, incident documentation, tuition coordination, and communication with the school and with families.

What You'll Do

- **Lead programming every day.** With the Site Director, run BASEC programming across both sites — including designing rich, age-appropriate curriculum with the Curriculum Specialists and Educators.
- **Coach the team.** Supervise and develop Educators through observations, evaluations, and informal coaching. Support recruiting, training, assignments, employee relations, and staff meetings.
- **Build relationships with students.** Connections with participants are what make everything else — curriculum, behavior support, family trust — actually work.
- **Run administration.** Own attendance and records, incident and accident reports, and email and phone correspondence. Coordinate with BASEC bookkeeping and the Executive Director on tuition and site expenses. Use data to inform program decisions.

- **Represent BASEC.** Serve as a professional liaison with school principals, teachers, support staff, and other town and state programs. Lead outreach, family communication, and spokesperson work for the site.
- **Handle first aid and emergencies.** Oversee first aid situations, document incidents, and report immediately to the Executive Director.
- **Support vacation camps.** Serve in a support-manager and administrator role at BASEC Vacation Camps under the Vacation Camp Director and Executive Director.

Who You Are

- You meet EEC qualifications under 102 CMR 7.00.
- You have experience working with school-age students in afterschool, camp, classroom, or similar youth-program settings — and you are ready to take a step into leadership.
- You want to coach adults, not just teach kids. You are comfortable giving feedback and holding a standard.
- You are organized enough to handle records, incident reports, and family communication without dropping the ball.
- You have a positive, constructive attitude and are eager to refine your practice and elevate BASEC programming.
- You are computer literate and comfortable with day-to-day office software.
- You are physically able to move quickly between spaces, deliver one-on-one support across a room, and remain standing for hours at a time.
- You have (or are willing to obtain) First Aid / CPR certification, and you will complete all EEC-required trainings and BASEC professional development.

What We Offer

- A year-round, 40-hour-per-week salaried position — the schedule of a real leadership role, not a stitched-together stipend.
- Paid time off: 9 days provided on September 1, accruing an additional 1.5 days per month thereafter. Additionally, 13 paid holidays per year.
- A rich benefits package: covering 75% of health insurance premiums plus 50% of all deductible expenses, 50% of dental premiums, life insurance, long- and short-term disability insurance, and FSA and 401k options.
- Real coaching and leadership development from the Site Director and Executive Director, on a clear pathway toward running a site.
- A visible role across two Maynard sites, with the chance to shape the program families see every day.

How to Apply

Submit your application through Indeed or the BASEC careers page. We review applications on a rolling basis and encourage early submission. Questions about the role can be directed to the

Michael.clark@maynardbasec.org

BASEC is an equal opportunity employer committed to diversity, equity, and inclusion. We encourage candidates from all backgrounds to apply.