

Campus Director Job Description

What is Summer Springboard?

At Summer Springboard, our mission is to help middle school and high school students discover their passions, build self-awareness, and make informed decisions about their future academic and career paths. Through hands-on academic courses, leadership workshops, and immersive college experiences, SSB empowers students to define their personal vision for success.

We are seeking dynamic leaders to serve as Campus Directors and manage our programs during Summer 2026. This on-site residential leadership role oversees all aspects of campus operations, staff supervision, program quality, and safety. The Campus Director ensures a safe, engaging, and positive experience for students and staff, while maintaining strong alignment with university partners and Summer Springboard HQ.

Campus Directors live on campus alongside students and share overall responsibility for student supervision, safety, and well-being throughout the program. They lead the on-site residential team and ensure smooth daily operations while serving as the primary point of contact on campus. Campus Directors work closely with the Program Director and Headquarters support team, who provide guidance for complex issues, logistics, and staff management.

This is a residential leadership position that includes participation in a rotating on-call schedule to ensure continuous support and program oversight.

Employment & Training Dates (2026): Mandatory in-person Director Training, facilitated by HQ, is scheduled for May 20–24, 2026. Employment includes pre-program preparation time and transitions to a residential, on-campus role from June through August 2026 (exact contract dates vary by [program teams](#)).

Position Essential Functions

Campus Directors are the fearless leaders of the Summer Springboard Program! We are seeking passionate individuals who excel in management and are deeply committed to our mission. As Campus Director, you have the unique opportunity to change lives, helping teenagers realize their potential, pursue their dreams, and ignite their passions. In this role, you'll lead a team of Residential Staff, including the Academic Manager, Mentor Team, and, at larger campuses, a Summer Program Assistant, along with HQ Support Staff.

The following essential functions represent the general scope and level of work expected for this leadership role. They are not intended to be an exhaustive list of all essential functions. The Campus Director may assume additional responsibilities as required to maintain program quality, safety, and operational excellence.

- **Pre-Program Preparations:**

- Attend and successfully complete the mandatory **Director Training: May 20–24, 2026**.
- Become an expert on SSB's program, policies, and procedures.
- Complete ~40 hours of pre-arrival preparation with support from your Program Director (planning, logistics, staff training).
- Co-deliver elements of the staff pre-program training (virtual and in-person) for your campus team.

- **On-Campus Program Execution:**

- Lead daily campus operations to ensure smooth, high-quality program delivery; maintain program calendar and execution.
- Supervise, support, and develop the residential staff team; provide ongoing feedback and coaching.

- Serve as the primary family contact, ensuring timely, professional, and compassionate communication.
 - Student conduct, health, and safety: manage escalated situations, including medical issues, behavioral concerns, homesickness, safety incidents, and emergencies, with guidance from the Program Director and HQ as needed.
 - Budget, logistics, and resource management: oversee campus-level budget tracking, transportation, housing coordination, and supply management.
 - University & HQ liaison: foster strong alignment and partnership with the host campus and SSB HQ.
 - Participate in a rotating on-call schedule to provide responsive leadership and support for students, staff, and program operations during on-campus sessions.
- **Post-Program Conclusion:**
 - Oversee campus wrap-up: administrative reports, staff performance reviews, budget reconciliation, and staff reconciliations.
 - Organize, inventory, and store supplies per SSB procedures.
 - Conduct debriefs with HQ staff and university partners; provide recommendations for continuous improvement.

While these are the main areas of work, no two days are the same! The fast-paced environment and constant changes are part of the appeal. Campus Directors will be faced with a variety of scenarios and challenges. They are expected to be flexible, communicative, calm under pressure, and to know when to ask HQ for support.

Required Qualifications:

- Bachelor's degree required; Master's degree preferred.
- 4+ years working with high school or middle school students in a classroom, camp, or similar program setting.
- Demonstrated management/leadership experience in a team environment and ability to problem-solve, stay calm under pressure, as well as manage multiple priorities.
- Proficiency in using Google Workspace tools, including Gmail, Drive, Sheets, Docs, Slides, Photos, and Sites, for communication, scheduling, and documentation. Ability to adapt quickly to additional digital platforms and mobile applications used during the program for coordination, reporting, and real-time communication.
- Must be legally authorized to work in the United States.
 - SSB does not provide visa sponsorship.
- CPR (Adult & Child) + First Aid certification required prior to contract start.

Note: Summer Springboard does not accept online CPR/First Aid certifications. Certifications must be attained prior to the staff's contract start date at the expense of the candidate. Must be valid and up to date.

Preferred Skills:

- Experience living, working, or studying at an SSB campus or in the surrounding area.
- Administrative, logistical, and/or event management experience.
- Strong culture and relationship-builder with staff, families, and students.
- Manage an emergency whilst balancing multiple priorities.
- Maintain alertness, program days are intense and full!

Compensation and Benefits:

- Competitive compensation starts at \$1,300 per week
- Round-trip travel to campus location(s) and Director Training
- Housing and meals (breakfast, lunch, and dinner) are provided at the designated campus for the contract length

- Professional development, networking opportunities, and career advancement opportunities

Note: Summer Springboard does not provide housing or meals for staff arriving prior to Pre-program Training or departing after the final contract date.

How to Apply:

1. Complete and submit our [Seasonal Staff Application](#).
2. Qualified applicants will be invited to a first-round interview, with select candidates advancing to the next stage.
3. Candidates who successfully complete the hiring process will undergo reference and background checks before receiving a formal offer of employment.

Tentative Program Locations and Dates:

Summer Springboard operates at the following locations and campuses: Barnard, Berkeley, Boston, Georgia Tech, Duke University, UCLA, Georgetown, Cal Poly SLO, NYU, New York School of Interior Design, UC San Diego, UC Santa Barbara, University of Washington, University of Michigan, Oxford, Vanderbilt, and Yale University.

Summer Springboard's programs take place between June 10 and August 7, 2026. Each program location has specific session dates with one day off between sessions. Please refer to the [2026 Program Teams and Contract Dates](#) for details on summer assignments and campus locations.

Campus Directors must commit to working all sessions at their designated campus(es) and be available one week prior to student arrivals.

Note: Summer Springboard programs operate independently and are not affiliated with the University campuses where we operate. Universities and their affiliated departments are not responsible for the Summer Springboard program in any way (the only exceptions are the Cal Poly SLO and NYSID programs).

Please reach out to summerjobs@summerspringboard.com for any questions or clarifications