

JOAN ESTABROOK

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Statement of Purpose

Assistant Director of After-School Programming with a combined total of 8 years of experience in after-school and summer camp programming. Skilled at developing, expanding, and improving enrichment and camp offerings through curriculum development, staff recruitment, and outreach to vendors. Adept at leading a diverse team in a fast-paced environment. Eager to bring my creative background and passion for designing top after-school and summer programs to a role in Auxiliary Programming.

PROFESSIONAL EXPERIENCE

Assistant Director of After-School Programming, Germantown Academy, Fort Washington, PA Jul 2023-Present

Support the Director in leading daily operations for about 100 students in after-school programming. Support program development through designing and evaluating after-school enrichment programs for Pre-K to 5th grade. Aid the Director in recruiting, evaluating, and hiring candidates for the program. Foster a positive, inclusive program culture by personally building strong relationships with students across age groups. Coordinate external vendors, ensuring quality and engaging offerings. Create and disperse marketing materials to advertise enrichment offerings to families. Supervise and coordinate a team of faculty members and 4-5 Upper School student assistants to ensure proper coverage and seamless transitions. Maintain visibility across program spaces to proactively address student needs, conflicts, and engagement.

Lower School Instructional Assistant, Germantown Academy, Fort Washington, PA Jul 2023-Present

Provide daily support for students and faculty in Lower School Classrooms as needed. Provide administrative support in the main office. Assist in the art department by mounting, labeling, and displaying artwork, prepping materials, and uploading student works to SmugMug. Lead the 4th and 5th grade art club weekly and design art projects for each club meeting.

Assistant Age Group Swim Coach, Germantown Academy Aquatics Club, Fort Washington, PA Nov 2025-Present

Assist in delivering tailored practices for swimmers of all skill levels, aligning with the lead coach's objectives. Support swim meet operations by ensuring athlete readiness, managing event transitions, and maintaining deck organization. Offer continuous technical feedback to enhance performance and build confidence. Promote respectful, team-oriented behavior among athletes.

Lead Visual Art Camp Counselor, Germantown Academy, Fort Washington, PA Summer 2025-2026

Oversee a 4-week art camp for about 20 elementary and middle-school-aged campers per session, emphasizing creativity and outdoor engagement. Develop nature-based and project-based learning experiences to enhance exploration and the connection between art and the natural world. Captured camper activities for social media, boosting community engagement and program visibility.

Lead Camp Counselor, North Yarmouth Academy, Yarmouth, ME Jun 2022-July 2025

Coordinated check-in and check-out processes for around 10 camps daily. Led groups of 20+ campers during summer activities and field trips. Maintained strong communication with families regarding camper experience and needs. Delegated tasks to counselors in training, fostering their development.

Director of After-School Programs and LS Associate Teacher, North Yarmouth Academy, ME Sep 2022 — Jun 2023

Directed after-school programming for about 30 students in Pre-K to 5th grade. Managed staff, including faculty and student helpers, daily during after-school programming. Directed dismissal for students attending after-school programs and those not attending. Managed classroom operations and aftercare programs for pre-kindergarten students using Montessori methodology. Enhanced aftercare engagement by creating new activity structures and improving communication systems with families.

EDUCATION

Bachelor of Science in Fine and Studio Arts, Skidmore College, Saratoga Springs, NY **Sep 2018 — May 2022**

Graduated with Department Honors, Minors in Education and Art History, Varsity Swim Team Member, Student-Athlete Mentorship Program Member

Skills

Microsoft Suite	Adobe Creative Suite	Leadership	Program Design	Communication	Activity Evaluation
Conflict Resolution	Teamwork/Collaboration	Problem-Solving	Google Workspace	Program/Staff Scheduling	Vendor/Event Coordination