



Summerfield | WALDORF SCHOOL & FARM

Join Our Community as Temporary Admissions Director

Summerfield Waldorf School & Farm | Santa Rosa, CA

Position: Full-Time, Temporary (5–6 months: Parental Leave Coverage
Mid-December 2026 – June 2027)

Compensation: \$33.80 – \$40.87/hour (\$70,300 – \$85,000/year annualized), plus
medical, dental, and 401(k)

Are You the Inspiring First Face of Summerfield?

As Temporary Admissions Director, you will serve as the welcoming voice and inspiring first impression for prospective families discovering Summerfield Waldorf School & Farm. We are seeking a warm, charismatic communicator who can welcome prospective parents with genuine enthusiasm while maintaining a sharp focus on enrollment goals and organizational detail.

If you bring natural warmth, strong relationship-building skills, and a data-informed approach to growth, we would love to have you lead our admissions journey this school year.

Key Responsibilities

- **Family Liaison & Tour Guide:** Serve as the primary point of contact for prospective families. Lead campus and school tours, facilitate shadow days, and foster meaningful relationships through prompt, personalized follow-ups.
- **Enrollment Strategy & Funnel:** Oversee the full admissions lifecycle from initial inquiry through enrollment. Monitor conversion trends and align strategies with school-wide growth goals.

655 WILLOWSIDE ROAD | SANTA ROSA, CA 95401

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- **Event Facilitation & Community Engagement:** Organize and lead current family retention events, prospective-family events/open houses, and targeted high school recruitment initiatives.
- **Cross-Department Collaboration:** Work as a part of our Advancement Team (including Marketing, Registrar and Development) on outreach strategies and work alongside the Faculty and Board to optimize admissions processes.

Qualifications & Attributes

- Warm, charismatic, and personable approach with a passion for building meaningful relationships.
- Highly detail-oriented, goal-driven, and adept at managing administrative systems and computer software.
- Exceptional written and verbal communication skills.
- Background in marketing, school outreach, or admissions preferred.
- Ability to work full-time (40 hours/week), including select evening/weekend events.

How to Apply

Please email your cover letter, resume, and three professional references to **Janet Anguiano, Human Resources Manager**, at janet.anguiano@summerfieldwaldorf.org.

Summerfield Waldorf School and Farm is an Equal Opportunity Employer.

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