



## VACANCY ANNOUNCEMENT

**TITLE:** Cornerstone Program Assistant Director  
**DEPARTMENT:** Youth and Community Development Services  
**PROGRAM:** DYCD Cornerstone Initiative  
**LOCATION:** Williamsburg Community Center, 195 Graham Ave, Brooklyn, NY 11206  
**WORK SCHEDULE:** **School-Year:** Monday-Friday, 2 p.m.- 10 p.m., alternating Saturdays  
**Summer:** Monday-Friday, 8:00 a.m. - 4:00 p.m.; at least 3 days out of the summer program weeks PD must close program at 11pm; Saturdays (various)  
**SALARY RANGE:** \$40,000 - 46,000/ year; Commensurate with professional work related experience, program contract work scope, funding, and job performance  
**REPORTS TO:** Cornerstone Program Director  
**DATE:** January 2017  
**JOB SUMMARY:** Grand Street Settlement Cornerstone Program Assistant Directors are responsible for assisting in the overall development, implementation, and supervision of the NYCHA Community Center. In addition, there is an expectation of high quality, innovative programming for our elementary, middle school, high school and adult participants.

### **EDUCATION, EXPERIENCE AND SKILL REQUIREMENTS:**

- Bachelor's degree or equivalent of 5+ years in youth services, at least 2 of those years are in a supervisory role preferred
- Familiarity with the LES or respective BK communities, key stakeholders and resources
- Experienced in designing, planning, and implementing structured programs
- 1+ years in supervising more than 5 program staff
- 1+ years of budget, contract and grant management experience
- Ability to work independently, assesses priorities, and take initiative
- High level of proficiency in administrative work
- Capacity to thrive under pressure while working on multiple tasks and projects
- Knowledge of the public education system and positive youth development best practices
- Strong public speaking, writing and organizational skills
- A team player with demonstrated commitment to working with urban youth and young adults from an asset-based perspective
- Ability to set up and maintain work environment that challenges gender stereotypes and is LGBTQIA+-friendly
- A background in partnering with the Department of Education and local community based organizations to support programs
- Have skills in experiential learning and group facilitation with youth
- Must be an outstanding strategic thinker
- Must be flexible, cooperative and willing to work in a team environment
- Proficiency in Microsoft office suite
- Proficiency in a variety of internet research and communication functions
- Experienced in DYCD programming regulations and DYCD online

- Must have NYS Food Handler's Certificate
- Must be CPR and Advanced First Aid Certified
- Bi-lingual (Spanish or Chinese preferred) a plus

**ESSENTIAL DUTIES AND REPSONSIBILITES:**

*Under the direction of the Cornerstone Program Director, ensure the following:*

**Program & Community Development:**

- Provide leadership and strategic direction to full-time and part-time program staff
- Recruit, hire, orient and evaluate program staff assigned to center-based after school program, evenings, Saturdays and summer day camp
- Provide direct/indirect supervision of all program staff and delivery of services on a day-to-day basis, in order to ensure that all goals, targets, and performance outcomes are met on a daily/weekly/monthly basis
- Responsible for participant recruitment and retention strategies by utilizing the DYCD online report
- Serves as the primary liaison for school administration, parents and other community entities and constituencies
- Prepare and evaluate mid-year performance reviews of program staff
- Work with program staff to improve job performance through ongoing mentoring and coaching, and monthly staff development
- Facilitate bi-monthly team meetings and ensure that all staff meetings are properly executed
- Set, communicate and enforce clear standards for quality youth development programming
- Actively engage community residents, local businesses, community leaders, tenant association, youth, and Resident Advisor to participant on monthly advisory board and youth council to support to community needs
- Must understand and navigate community culture and dynamic to ensure program quality
- Participate in ongoing efforts to advocate for program needs via community coalition building and via administering feedback surveys and program assessments
- Seek partnership opportunities and bring in at least 3 new partners a year to support programs
- Create quarterly community events, special events, and workshop series
- Assess program on quarterly to ensure that community needs

**Administrative:**

- Ensure attendance tracking and reporting meets contractual requirements regarding enrollment and attendance
- Respond to all electronic and phone communication within 2 business days
- Ensure all DOH School-Aged Child Care and DOH Summer Day Camp regulations and procedures are complied with and conduct quarterly self-checklist inspection
- Coordinate and execute all major events and activities along with other GSS's Program Directors
- Responsible for the CACFP Food Program and all of its components, including reporting and maintaining appropriate documentation
- Communicate with NYCHA and DYCD key stakeholders, as well as participate in meetings
- Prepare monthly calendar of events, programs, meetings, and activities
- Create a budget plan that supports program needs and ensure timely spending
- Collaborate on cross-borough and agency/ department wide events and strategic planning efforts

**Facility:**

- Maintain and diligently follow up on facility logs to ensure timely response
- Ensure maintenance and cleanliness of facility and coordinate with agency (NYCHA & DYCD) to effectively maximize program space
- Bi-yearly beautification/upgrade projects for the center
- Seek partnership opportunities and bring in at least 3 new partners a year
- Perform other duties as assigned by the Deputy Director/CPO
- **SUMMER: Manage MS Expansion program (open seven days a week) as required and be available during off hours to provide additional support as needed to the Assistant Director and Evening Supervisors (including weekends)**

**HOW TO APPLY:** Please send an email using subject header “Assistant Director” with your 1) resume, 2) cover letter outlining how your skills and experience meet the requirements of the position and how you heard of this opportunity, and 3) three professional references (at least one from a former supervisor) to Kwesi Luke.

E-mail: [kluke@grandsettlement.org](mailto:kluke@grandsettlement.org)

**No phone calls, please.**

**EOE**

**If selected for this position, applicant must obtain NYC Dept. of Health fingerprint clearance and State Central Registry (SCR) clearance (fees may apply); ability to maintain State Central Registry (SCR) clearance and fingerprint clearance throughout the duration of employment.**