



VACANCY ANNOUNCEMENT

TITLE: Program Director
DEPARTMENT: Youth Development
PROGRAM: Tompkins Cornerstone
REPORTS TO: Deputy Director
SALARY: \$42,000 annually plus excellent benefits
LOCATION: Brooklyn, NY 11206
SCHEDULE: Full-Time, Monday – Friday; 10:30 a.m. – 6:30 p.m., some evenings and Saturdays
DATE: January 2017

JOB SUMMARY: Responsible for the supervision of the program and staff. The Program Director is directly responsible for the successful day-to-day operation of the program, ensuring that quality services are provided.

EDUCATION, EXPERIENCE AND SKILL REQUIREMENTS:

- Bachelor's Degree required
- At least five (5) years of experience working in a community center or school-based after school program; at least two years of which were in a supervisory capacity
- Familiarity with the LES or respective BK communities, key stakeholders and resources
- Experienced in designing, planning, and implementing structured programs
- 2+ years in supervising more than 10 program staff
- 2+ 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 RESPONSIBILITIES:

Program Development:

- Required to complete SACC Program Director's (30 hour) credentials
- 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 leverage resources to support programs
- Create quarterly community events, special events, and workshop series
- Assess program on quarterly to ensure that community needs are met

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 proactively and effectively address facility issues
- Bi-yearly beautification/upgrade projects for the center
- 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:

Submit a resume and thoughtful cover letter, outlining how your skills & experience meet the position you are applying for. Also, provide us with three professional references that we can contact (at least one should be from a former supervisor) with the subject header “**Program Director**”, to Christina Lopez at clopez@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.