

## Job Description

Title:	After school Program Director	Full-Time/ Part-Time:	Full-Time
Department:	Youth Services	Hourly/Salary:	Salary
Work Schedule:	35 hours per week	Regular/Temporary/Seasonal:	Regular
Exemption:	Administrative	FLSA Classification:	Exempt

### Organization Overview:

The Stanley M. Isaacs Neighborhood Center (Isaacs Center) is a non-profit, multi-service organization focusing primarily on the needs of children and low-income families, out-of-school and out-of-work youth, and aging New Yorkers. We operate at community centers located in the neighborhoods of East Harlem and Yorkville, and seek to deliver programs that are impactful, innovative, and intergenerational.

### Position Summary:

Reporting to the Site Director, the After school Program Director (Director) is responsible for out-of-school time programs (after school and summer day camp) in support of residents of the James Weldon Johnson public housing development. The Director is responsible for the quality and success of school aged operations and activities, and ensures that its programs are aligned with a three-part formula for success: 1) Access to enriched learning opportunities beyond the traditional school day that extend and complement their classroom curricula; 2) Engagement opportunities like arts and sports that contribute to greater student achievement; and 3) Family involvement that promotes school success and helps children become college-focused and college-ready. In addition to driving recruitment, creating and implementing a dynamic program design, developing curricula, providing staff development, and creating an engaging environment for children and families, the Director will ensure that all quality standards, compliance guidelines, and contract guidelines are met and/or exceeded.

### Qualifications and Experience:

- B.A. degree in Education is a must
- 3-5 years of experience is strongly preferred
- Organized and able to thrive within a fast-paced environment
- Excellent verbal, written and interpersonal skills
- Prior supervisory experience in a similar setting is desired
- Ability to work extended day hours and Saturdays as needed.

### Primary Duties:

#### Essential function:

- Establishes a combination of program activities to support children's academic achievement, improve their health and wellness, and increase their exposure to arts and culture.
- Creates a welcoming and engaging environment for parents and caregivers that promotes student achievement and encourages and supports a long-term investment in their child's success.
- Responsible for the development and implementation of innovative and age appropriate curriculums, enrichment activities, and theme based projects taking into consideration the youth needs and abilities.
- Assess and report regularly on program performance through observation and evaluation.
- Create learning and nurturing environment for participants while promoting staff professional development.
- Supervise Afterschool program activities and Group Leader /participant interactions to ensuring a safe and nurturing environment.
- Write monthly performance report with statistical information on participants.
- Plan and coordinate trips and events for participants and educational/social events for parents.

- Maintain positive and productive relationships with outside agencies and contacts.

Operations:

- Ensures school aged program is compliant with all required documentation, regulations and timelines as required by the Department of Youth and Community Development, Department of Education and Department of Health.
- Monitor, correct and report compliance related issues related but not limited to participant registration, ratios and attendance/data tracking.
- Complete and follow-through on application forms related to the School Aged Child Care license and summer camp permits.
- Collaborate with Human Resources for the onboarding, orientation and training of new program staff in alignment with existing policies and procedures.

Administrative responsibilities:

- Ensure accurate time keeping records related to school aged program staff.
- Coordinate participant registration and daily program attendance while ensuring documents are in accordance with preset guidelines.
- Attend administrative and staff meetings, appropriate training and workshops.
- Order and distribute program supplies and school aged snack food within the allocated budget.
- Assist Site Director in ensuring budgetary compliance and with submission of any required documents or reports to the internal finance team.

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