Position: Program Director

Location: M.S. 101: 2750 Lafayette Ave Bronx, NY 10465

Hours: Part-time

Reports To: Deputy Director of Operations

The Program Director will provide leadership, support and direction for all programs and activities at M.S. 101. S/he is responsible for developing and strengthening the delivery of high quality curriculum-based activities that are aligned with: (1) the current New York State Learning standards; (2) Kips Bay Boys & Girls Club’s program model and (3) best practices in the fields of out of school time and youth development. This individual should be a motivational leader, with some knowledge of DYCD and its program requirements. Additionally, the Program Director will be responsible for coaching and supporting afterschool staff in the areas of member assessment, data analysis, curriculum planning and implementation, and program evaluation.

Major Duties:
- Oversee the coordination of the DYCD SONYC enrichment activities and curricula.
- Manage program and staff scheduling.
- Supervise after-school group leaders, program aides, consultants, administrative support and volunteers.
- Implement and develop after school curriculum.
- Ensure the safety, security, and cleanliness of the site areas.
- Complete required narrative and statistical reports.
- Liaise with the principal and designated school staff to coordinate the activities of our educational program.
- Foster a collaborative relationship with school leadership and partner organizations.
- Participate in appropriate school based teams or committees.
- Act as liaison to school staff to ensure a seamless program among school providers.
- Create linkages and feedback loops to programs within the school for student support and/or educational achievement.
- Monitor all aspects of the program budget including staff salaries, and program supplies.
- Assume primary responsibility for integrating parent involvement activities into the program model.
- Meet all Department of Health SACC Site Supervisor requirements.
- Ensure program’s compliance with Department of Health.
- Over see the planning and implementation of a four week summer camp.
- Perform other duties as assigned.
Competencies:
- Ability to provide on-going professional development in child and adolescent development, planning, group facilitation, and outcomes tracking.
- Provide overall leadership for the after-school/summer program and the development of school and Kips Bay Boys and Girls Club linkages within the school day.
- Provide daily crisis intervention with participant, particularly in the areas of personal and/or in school issues.
- Must be able to engage in crisis intervention activities and demonstrate, lead and teach a range of group activities.
- Must have a commitment to work from a strength based and/or youth development perspective.
- Seeks and accepts feedback for continuous improvement.
- Must be able to implement the Kips Bay Boys & Girls Club program model in the following core areas: Character and Leadership Development; Health and Life Skills; The Arts; and Sports, Fitness and Recreation.
- Experience with program development, evaluation, outcomes assessment, and facilitating professional development experiences for a range of educational professionals.
- Ability to positively encourage young people.
- Exhibit strong leadership and team building skills.
- Excellent presentation and communication (oral and written) skills.
- Strong interpersonal skills with a proven ability to interact with a diverse range of individuals.
- Able to provide tact and discretion according to the demands of the situation.

Qualifications:
- Bachelors with experience in youth development programs and supervision required, Masters with supervisory experience preferred.
- Minimum of 5 years progressive professional experience in the facilitation, management, and administration of youth development programs.
- Proficiency in the Microsoft Office Suite

How to Apply:

Eligible candidates should submit their resume and cover letter to Sinclair.Hollingsworth@kipsbay.org. Please put M.S. 101 Program Director in the subject line. The deadline to apply is December 4, 2017.

Hourly rate will be competitive based on qualifications.

Only candidates selected for interviews will be contacted.