

UNION SETTLEMENT

EMPLOYMENT OPPORTUNITY

Position: PS 138 Program Director
Department: Youth Services
Reports to: Director of Youth Services
Hours: Full-Time
FLSA: Exempt
Reviewed: 10/17/2017

Overall Responsibility: The COMPASS After-School Program Director is responsible for the day-to-day operation of the Rising Stars program, funded by the Department of Youth & Community Development (DYCD). Responsibilities include, but are not limited to the hiring, training, evaluation, supervision, and management of daily operations of a diverse staff ranging from seasoned activity specialists to high school interns. Additionally, the Program Director is responsible for program development, managing relations with schools and program partners, managing the program's budget, and meeting all DYCD contractual obligations. The Program Director will be responsible for marketing the program to target communities and schools, representing the program at off-site meetings and conferences, and establishing relationships with community partners. The individual will participate in grant writing and fundraising efforts on behalf of the program, as needed.

Specific Responsibilities and Expectations:

- Ensure DYCD Connect database is updated weekly including attendance, work scope, program schedule, and staffing.
- Develop activities and workshops for youth development to in areas including homework help, academic support, tutoring, creative & performing arts, technology, organized sports prevention, and trips.
- Managing the Theme Teams projects quarterly including completion of program reports.
- Create and maintain a welcoming, productive, and encouraging environment for participants, their families, and members of the community.
- Develop, implement, and manage STEM activities.
- Collaborate with families to solve problems.
- Host monthly parent meetings.
- Ensure sufficient numbers of private and voucher families are recruited for school year and summer programming.
- Manage other privately funded contracts.
- Participate in Youth Services programmatic committees.
- Attend committee meetings, programmatic meetings, departmental meetings, and agency-wide leadership staff meeting.

- Additional duties as assigned by the Director of Youth Services.

Qualifications:

- Master's Degree in Education or related field strongly preferred; at minimum Bachelor's Degree in Education or related field.
- Familiarity with the DYCD funded after-school programs.
- Demonstrated experience in practicing youth development principles and working with urban youth ages 5 to 12.
- Demonstrated understanding of the challenges facing youth in an urban setting
- Strong verbal and written skills.
- Strong, demonstrated computer skills.
- Demonstrated ability to perform multiple tasks effectively in a fast paced, challenging, and constantly changing environment.
- Strong commitment to working with youth.
- Bilingual (English/Spanish) preferred.

To Apply:

Please send Cover Letter, Resume, Salary Requirements, Writing Samples, and References to: jobs@unionsettlement.org. Please indicate PS 138 Program Director in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER