



**Position:** Site Director, Cornerstone Program  
**Department:** Division of Youth Development  
**Reports to:** Deputy Director  
**Location:** Seth Low Houses, Brownsville, Brooklyn  
**Hours:** Full Time

Cornerstone Programs provide academic and recreational opportunities to children, teens and adults in NYCHA community centers. The Cornerstone program is offered every weekday from 9:00 am to 10:00 pm, Saturdays from 10:00 am to 5:00pm, and extended hours during the summer and school holidays. BCS Cornerstone Programs are located in Brownsville, Fort Greene, and Coney Island.

### **Responsibilities:**

- Provide supervision and coverage for direct reports including Assistant Directors, Groups Leaders, Youth Leaders, Office Manager, and Activity Specialists. Provide on-site coverage for staff when needed; oversees the day-to-day activities/events of the center.
- Develop educational and recreational summer and school year programming in accordance with DYCD and DOH/SACC guidelines; ensure programs are effective and designed to achieve measurable goals in line with BCS mission and DYCD contractual obligations.
- Serve as direct contact to DYCD Program Manager, provide oversight responsibility of DYCD site/audit visits, and participate in DYCD Director meetings.
- Oversee and monitor DYCD Cornerstone database to ensure program is meeting contract compliance reporting, enrollment numbers and rates of participation, including pulling weekly ROP/ADA and enrollment reports to review in supervision with program staff and Deputy Director.
- Engage and monitor all co-locator and sub-contractor relationships for Cornerstone site.
- Plan, implement and support all recruitment, enrollment, retention and referral efforts of Cornerstone participants to ensure contractual requirements are met.
- Coordinate and attend all Resident Association meetings; coordinate and ensure compliance with all Youth Council meetings.
- Maintain inventory of supplies and equipment ensuring budget mandates are followed.
- Responsible for recruitment, hiring, training, scheduling, and performance reviews for all Cornerstone Center staff.
- Develop and implement staff professional development workshops responsive to youth and community needs.
- Participate in cross agency working groups and committees to achieve agency goals; attend training seminars, division staff meetings, and community meetings as needed.
- Perform other duties as assigned.

### **Qualifications:**

Bachelor's degree with strong management experience (5 years or more) required; MSW, or equivalent Master's Degree preferred; excellent leadership, communication, supervisory and team-building skills, including the ability to motivate, align staff efforts to changing priorities and approaches, set goals, delegate responsibilities, and manage staff performance so as to ensure effective service delivery in accordance with organizational goals and program contracts. The Director should be highly flexible in dealing with the challenges of developing new programs and working to meet the needs of the community. The Director should have experience with community-based services for youth, children and families, including working with participants in NYCHA housing developments. The Director should have proven ability to manage a professional staff and interact with

the community. S/he must be a hands-on strategic thinker, a planner and problem solver, prepared to lead and direct staff through change and program development. Experience with effective management of crisis intervention, including handling mental health and medical issues with participants and working with people with histories of trauma is preferred.

**Contact:**

Email Resume and cover letter to:  
Angela Chiappara, Division Director  
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