



Position: **SITE DIRECTOR for Brooklyn Community Services SONYC After-School Program**
Program/Department: After-school Education
Reports to: Division Director, After-school Education
Work Location: **IS 392 The School for The Gifted and Talented, 104 Sutter Avenue, Brooklyn, NY 11212**
Hours: Full Time - 10am-6pm, program hours 2:25pm-6pm

Position Summary:

The BCS /SONYC Afterschool program at IS 392 provides Academic support, Performing Arts and Leadership Development opportunities to middle school students at IS 392 The School for the Gifted and Talented located in Brownsville, Brooklyn. The SONYC program is offered every weekday from 2:30-6pm with a total enrollment of 70 students. The Site Director works on-site from 10am-6pm. The position of Afterschool Site Director is a critical, visible position requiring exceptional leadership, strong management experience and a successful track record of working with government contracts and organizations providing quality afterschool programming. The Director should be highly flexible in dealing with the challenges of developing a quality program and working to meet the needs of the community. The Director should have experience with community-based services for youth and providing academic support for struggling students. 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. Excellent communication skills are critical.

Responsibilities:

- Direct and lead day to day operations of a school-based after school program;
- Ensure consistent implementation and development of the leadership and performing arts curriculum;
- Supervise teachers, assistant teachers, and other staff;
- Plan and implement clubs and field trips;
- Represent BCS to the school principal and other school staff. Participate in the school leadership team. Meet monthly with principal or principal's designee to exchange information and cooperate in problem solving and program planning;
- Communicate with principal to ensure principal is fully aware of activities and issues in the program;
- Plan and implement events to encourage parental involvement in program;
- Manage and maintain student and staff files;
- Coordinate enrollment process for students, and maintain and communicate attendance information for students and staff;
- Ensure compliance with all DYCD, DOH, and DOE regulations;
- Create and organize program activities (i.e., Holiday parties, Celebratory Events, etc.)
- Direct contact and reporting to DYCD Program Manager as required, oversight responsibility of DYCD Site/Audit visits and attendance at DYCD Director meetings and trainings;
- Oversee and monitor DYCD SONYC Database to ensure program is meeting contract compliance reporting, enrollment numbers and rates of participation, including pulling weekly ROP and enrollment reports to review in supervision with Division Director;
- Under direct supervision of Division Director responsible for hiring, training, scheduling, performance evaluations and payroll for direct reports including compliance with BCS hiring procedures;
- Maintain inventory of supplies and equipment ensuring budget mandates are followed;
- Develop and implement staff professional development workshops responsive to youth and community needs and to maintain compliance with SACC training hours.



Qualifications Required:

- **Education Requirement:** Bachelor's Degree in Education, Child Development, Physical Education or related field ; or New York Children's Program Administrator credential, School Age Childcare Credential; or 2 years of college with 18 credits in Child Development, Elementary Education, Physical Education or related field.
- **Work Experience Required:** 2-3 years' direct experience working with children less than 13 years of age, including at least one year in a supervisory capacity in an afterschool program;
- 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;
- Ability to manage staff performance so as to ensure effective service delivery in accordance with organizational goals and program contracts.

Contact:

Email Resume and Cover Letter to:

Mary Silver, Division Director, After-School Education

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