



**Position:** **SITE DIRECTOR**  
**Program/Department:** PS 21 The Crispus Attucks School - COMPASS/ GARY KLINSKY CHILDREN'S CENTERS After school Program  
**Reports to:** Division Director Afterschool Education  
**Work Location:** 180 Chauncey Street, Brooklyn, NY 11233  
**Work Hours:** Full Time 35 hours/week (Monday through Friday)

#### **Position Summary:**

Brooklyn Community Services is one of Brooklyn's first and largest non-sectarian social services agencies. Serving more than 10,000 individuals annually, BCS is committed to a broad and diverse range of services including prevention of foster care placement; crisis intervention; early childhood and after school education; and vocational training, job placement, and clinical services to adults with physical and developmental disabilities, and histories of mental illness.

Gary Klinsky Children's Centers (GKCC) provide after-school learning opportunities to children from low-income families, who attend some of New York City's lowest performing public elementary schools. The GKCC program is offered every weekday from 2:30p.m. to 6:00 p.m. at five public elementary schools located in East New York, Brownsville and Bedford-Stuyvesant, Brooklyn. The five GKCC centers serve over 700 elementary school children annually. The Program at PS 21 serves 140-160 students per year.

#### **Responsibilities:**

- Direct and lead day to day operations of a school-based after school program at PS 21 located in the Bedford-Stuyvesant section of Brooklyn.
- Ensure consistent implementation of the curriculum and programs.
- Supervise teachers, assistant teachers, and volunteer staff.
- Plan and implement clubs and field trips.
- Represent BCS to the school principal and other school staff. Participate in school leadership team. Meet monthly with principal or principal's designee to exchange information and cooperate in problem solving.
- 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.
- Interview and hire staff as needed following BCS's Hiring Policy.
- Coordinate enrollment process for students, and maintain and communicate attendance information on DYCD online.
- Ensure compliance with all DYCD, DOH, and DOE regulations.
- Create and organize parent engagement activities (i.e., Holiday parties, Celebratory Events, culminating presentations based on thematic curriculum.)
- Participate in monthly meetings with the Division Director and other Site Directors as well as one on one supervisory meetings with the Division Director on a bi-weekly basis.

#### **Qualifications:**

- Bachelor's degree or Associates degree in Child development, Elementary Education, Physical Education, Recreation or related field required, or New York State Children's Program Administrator Credential, or School Age Child Care Credential, or 2 years of college with 18 credits in Child Development, Elementary Education, Physical Education, Recreation or a related field.
- Minimum of two years of direct experience working with children less than 13 years of age.
- At least one year of supervisory experience in a child care program or related field of work.



**Contact:**

Email cover letter and resume to:

Mary Silver, Division Director Afterschool Education

[Msilver@wearebcs.org](mailto:Msilver@wearebcs.org)

In subject line write: Afterschool Site Director – PS 21