



Position: Assistant Program Director
Department: Youth Development Division
Reports to: Division Director
Hours: Full Time

Position Summary:

Founded in 1866, Brooklyn Community Services (BCS) empowers children and families to reach their full potential, strengthen families, and foster self-sufficiency in adults. With programs in 28 locations, BCS serves more than 18,000 individuals a year.

Brooklyn High School for Leadership and Community Service is a small, academically rigorous, fulltime New York City Department of Education Transfer School designed to re-engage high school students who are over-aged and under-credited or have dropped out of high school. Brooklyn Community Services is directly responsible for the administration of the school's Learning-To-Work Program, which enhances the school's academic component by offering additional academic support, career and education exploration, work preparation, skills development, and internships.

The position of Assistant Program Director for The Brooklyn High School for Leadership and Community Service is a critical, visible position requiring exceptional leadership, strong management experience and a successful track record of working within the Department of Education. They should have experience with providing social and emotional support to students. The candidate should be able to communicate effectively with families of the students. The Assistant Program Director should be highly flexible in dealing with daily challenges that may be unique to each student and family. An important role for the Assistant Program Director is to engage in regular supervisory meetings with individual staff members and be able to conduct and participate in weekly meetings with all staff.

The Assistant Program Director should have proven ability to assist managing a professional staff, must be a hands-on strategic thinker, a planner and problem solver, organized and be prepared to assist leading and assist directing staff through all aspects of the program and having excellent communication skills are critical. The Assistant Program Director must be comfortable communicating with the students for outreach, recruitment and equally comfortable in training staff and running meetings.

Responsibilities:

- In conjunction with Program Director offer supervision to staff members.
- Provide individual and group counseling to adolescents ages 16 through 21 years
- Provide oversight and coordination of Intake Process for new students including facilitating orientation and Open House sessions.
- Organize, plan and facilitate PTA meetings including outreach to parents and guardians.
- Experience with effective management of crisis intervention, handling mental health issues and working with people with histories of trauma.
- Provide counseling and support services to families with the intent of improving communication within the families of students and ensure students and families have the support they need to function at optimal levels.
- Facilitate mediations and conflict resolutions sessions between students.
- Develop and implement workshops responsive to youths' needs.
- Assist youth in attending school regularly through identifying obstacles and connecting with resources and conduct attendance outreach including home visits.
- In conjunction with Program Director and counseling team members work in partnership with Department of Education staff members to ensure a safe and academically strong school environment.
- Assist in carrying out other aspects of the program including planning trips, celebrations, and leadership activities.

EQUAL OPPORTUNITY EMPLOYER



Brooklyn Community Services

- Support youth with all aspects of the future education preparation process including applications, financial aid, personal essay, and college visits.
- Provide referrals and other resources as needed.
- Document all work and keep case records on all students on caseload as required.
- Perform other duties as assigned.

Qualifications:

- Master’s Degree in Social Work (MSW; LMSW preferred) SIFI certified A+
- Previous supervisory experience.
- Experience and demonstrated skill in working with youth and families required
- Prior experience in a school setting preferred.
- Excellent organizational, written, and communication skills.
- Must have a commitment to work from a strength-based and/or youth development perspective
- Bilingual A+
- Demonstrated competence in verbal, written, organizational, and prioritization skills

Contact:

Email Resume and Cover Letter to:
Stacey Fischler, Program Director
sfischler@wearebcs.org