



Position: 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 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 contracted programs within the school. The Program Director should be highly flexible in dealing with daily challenges that may be unique to each student. An important role for the 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 Program Director should have proven ability to manage a professional staff, must be a hands-on strategic thinker, a planner and problem solver, organized and be prepared to lead and direct staff through all aspects of the program and having excellent communication skills are critical. The Program Director must be comfortable communicating with the students and equally comfortable in training staff and running meetings.

Responsibilities:

- Work collaboratively with the Principal of the transfer school to provide supports and services to students to ensure their successful engagement in a rigorous educational program leading to a high school diploma. Areas of joint work will include: ensuring close coordination between the educational and agency staff in supporting students; planning joint staff meetings and joint professional development; joint planning of program activities to build the school community and develop a climate of high expectations and support.
- Lead efforts to reach out to students and engage them in the program, ensuring high levels of attendance at school. Measure outreach efforts and their success.
- Supervise team of four Advocacy Counselors, one College /Advocacy Counselor a Clinical Supervisor and an Internship Coordinator.
- Monitor and assess student attendance. Ensure that Advocacy Counselors engage students and facilitate regular attendance; provide regular counseling to students; and lead bi-weekly advisories for students.
- Monitor college advisement services and assure that all students develop a post-secondary plan, make college visits, and complete the college application process as appropriate.
- Use data from Skedula to review and analyze Advocacy Counselors' documentation and activity.
- Train staff in principles of youth development and solution-focused. Ensure that staff are trained and equipped to reach out effectively to students.
- Ensure full enrollment at the high school. Monitor intake process and outreach to prospective students.



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- Collaborate with Assistant Principal and Guidance Counselor to plan and schedule classes for students and daily activities.
- Develop initiatives to engage parents and/or significant adults as appropriate.
- Work with LTW and education staff to assist students in post-secondary planning including college or careers.
- Facilitate outreach into the community to secure job placement referrals and internships for the Learning-to-Work program participants.
- Monitor compliance with, and meet reporting requirements for, Department of Education (DOE) Learning to Work funding.
- Monitor program budget in compliance with the DOE Learning to Work Contract and foundation funders.
- Implement Quality Improvement mechanisms and procedures.
- Attend community development and contract agency meetings.
- Director is responsible for full compliance and accountability of WIOA Earn to Work program.
- Supervise team of WIOA Learn and Earn Program; Onsite Coordinator, two case managers
- Oversees day-to-day operations of WIO Earn to Work contract including staff supervision and communication with Principals
- Manages the WIOA Earn and Learn budget.
- Perform other duties as assigned.
- Maintain knowledge of relevant programs, current design and construction approaches to meeting program requirements, building code changes, environmentally friendly advances and methods of construction.
- Perform other duties as assigned, including project management work for the fit-out of other BCS program sites.

Qualifications:

- Master's degree in social work or a related field required.
- Minimum of five years experience working with youth and families required.
- Minimum of three years experience supervising professional staff required.
- Proven sensitivity, sensibility and ability to communicate effectively with staff at all levels.
- Capability to transition easily between working independently with a high degree of self initiative and contributing as part of a team.
- Demonstrated competence in verbal, written, organizational, and prioritization skills

Contact:

Email Resume and Cover Letter to:
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