



Position: Assistant Director
Program/Department: Beacon Program, Division of Youth Development
Reports to: Beacon Program Director
Work Location: 101 Park Ave Brooklyn, NY 11205
Hours: Weekdays 1pm to 9pm and Saturday 10am to 6pm

Position Summary:

Beacon Programs are school-based community centers serving children age six and older, and adults. There are currently 80 Beacons located throughout the five boroughs of New York City operating in the afternoons and evenings, on weekends, and during school holidays and vacation periods, including the summer.

Beacon Community Centers provide academic and recreational opportunities to children, teens, and adults. The Beacon program is offered every weekday from 2:00pm to 9:00pm, 10:00am-5:00pm on weekends, and extended hours during the summer and school holidays.

Responsibilities:

- In conjunction with the Site Director, supervises staff and participants in the community center. Oversees the day-to-day activities of the center.
- Provide outreach to the community through events, recruitment fairs and outreach events
- Assists Site Director in planning, organizing, developing, scheduling, enforcing rules, and evaluating recreation/educational activities in the center.
- Assists with hiring, training, supervising, scheduling and evaluating part-time center staff.
- Schedules the community center facilities and supervises conditions of the facilities such as set-ups and breakdowns of facility equipment and resources.
- Conducts and attends a variety of training seminars, staff meetings, community and recreation meetings as needed.
- Maintains inventory of supplies and equipment; distributes supplies and equipment, assists with ordering supplies and equipment for community center.
- Assists Site Director with preparing and administering individual payroll for staff.
- Conducts participant intakes and ensures that files are up to date.
- Organize, plan and facilitate meetings including outreach to parents, guardians and the community.
- Experience with effective management of crisis intervention, handling mental health issues and working with people with histories of trauma.
- Facilitate mediations and conflict resolutions sessions between participants.
- Develop and implement workshops responsive to youths' needs.
- Input monthly deliverables and other DYCD mandates including attendances and activities.
- Must be able to multi-task, be detailed oriented, and flexible.
- Assist in carrying out other aspects of the program including planning trips, celebrations, and leadership activities.
- Reliable and able to work as a team member.
- Provide referrals and other resources as needed.
- Perform other duties as assigned.

Qualifications:

- Must have the ability to be timely, dependable and youth driven
- Must be artistically creative in the form of dance, poetry, art, drama, or forms of expression
- Must be able to work evening weekday shifts, and weekends
- Bachelor's Degree in Psychology, Counseling, Child Development or Elementary Education encouraged to apply

EQUAL OPPORTUNITY EMPLOYER



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.

Contact:

Email Resume and Cover Letter to:

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