



Job Description

Position: **Deputy Director**

Program/Department: Youth Development Division

Reports to: Division Director

Hours: Full Time; Monday - Friday from 9am-5pm

Responsibilities:

- Reports to Division Director of BCS Youth Development Division
- Supervision and coverage for direct reports: Assistant Directors, Groups Leaders, Youth Leaders, Office Manager, Activity Specialists; Provide On-Site coverage for staff when needed; Oversees the thematic activities/events of centers throughout the youth division
- Co-Develops educational and recreational summer and school year programming in accordance with DYCD and DOH/SACC guidelines
- Ensure programs are innovative, effective and designed to achieve measurable goals in line with BCS mission, internal and DYCD contractual obligations
- Develop and implement staff professional development workshops responsive to youth and community needs
- Direct contact and reporting to DYCD Program Manager, oversight responsibility of DYCD Site/Audit visits and attendance at DYCD Director meetings
- Oversee and monitor DYCD Cornerstone Database to ensure programs meet contract compliance reporting, enrollment numbers and rates of participation, including pulling weekly ROP/ADA and enrollment reports to review in supervision with program staff and Deputy Director
- Introduce, Engage and monitor all Co-locator and Subcontractor relationships for Cornerstone site
- Plan, implement and support all recruitment, enrollment, retention and referral efforts of Youth Division participants to ensure contractual requirements are met
- Coordinate and attend all Resident Association meetings; Coordinate and ensure compliance with all Youth Council meetings
- Ensure budget mandates are followed across the Youth Division portfolio
- Recruitment, hiring, training, scheduling, performance evaluations and payroll for all Cornerstone center staff across multiple sites
- Experience with effective management of crisis intervention, handling mental health and medical issues with participants, working with people with histories of trauma
- Participate in cross agency working groups and committees to achieve agency goals; attend training seminars, division staff meetings, and community meetings as needed
- Perform other duties as assigned

Qualifications Required:

- Minimum of a Bachelor's Degree in a related field with at least 2 years of experience providing education related services to children and/or young adults
- Master's Degree in Education, Social Work or Counseling preferred, ideally SIFI trained

EQUAL OPPORTUNITY EMPLOYER



Brooklyn Community Services

- Ability to teach a range of academic levels in a collaborative, community setting.
- Excellent oral and written communication skills as well as excellent judgement and sensitivity to the needs of participants.
- Strong background in youth development and an assets-driven perspective on how to work with dis-connected youth.
- Proficient in basic computer applications (Outlook, Word, Power Point).
- Strong interpersonal, oral and written communication skills.
- Demonstrated organizational skills required; proven problem solving and interpersonal skills; proven ability to work with multiple deadlines and multiple priorities.

How to apply:

[Click here to apply to the Deputy Director role](#)