



Job Description

Position: Program Site Director – After Schools Education (P.S. 306)
Department: Division of Youth Development
Reports to: Division Director
Hours: Full Time

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 25 locations, BCS serves more than 12,000 individuals a year.

BCS After School Education Programs provide academic and recreational opportunities to children grades K-5. The After School Education Programs is offered every weekday from 2:00 pm to 6:00 pm, Saturdays from 10:00 am and extended hours during the summer and school holidays. BCS After School Education Programs are located in Brownsville, East NY, and Bedford Stuyvesant Brooklyn.

The position of Program Director is a critical, visible position requiring exceptional leadership, strong management experience and a successful track record of working with government contracts and nonprofit organizations providing social services. The Director should be highly flexible in dealing with the challenges of developing new programs and working to meet the needs of the community. The Program Director should have experience with community-based services for youth, children and families, including working with students in a Department of Education setting.

The Director should have proven ability to manage a professional staff and interact with the community. S/he must be a hands-on strategic thinker, a planner and problem solver, prepared to lead and direct staff through change and program development. Excellent communication skills are critical. The Director must be comfortable communicating with the people who receive services and their families, and equally comfortable in training staff, presenting before elected officials, public agency administrators and members of the community.

Responsibilities:

- Reports to Division Director
- Supervision and coverage for direct reports: Assistant, BCS Teachers, and BCS Assistant Teachers
- Provide On-Site coverage for staff when needed; Oversees the day-to-day activities/events of the After School site;

EQUAL OPPORTUNITY EMPLOYER



- Develop educational and recreational summer and school year programming in accordance with DYCD and DOH/SACC guidelines; Ensure programs are effective and designed to achieve measurable goals in line with BCS mission and DYCD contractual obligations in collaboration with DOE;
- Facilitate positive partnership and collaboration with DOE Principal and Staff
- 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 Connect Database to ensure program is meeting 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 Division Director;
- Engage and monitor all Co-locator and Sub-contractor relationships for After School site;
- Plan, implement and support all recruitment, enrollment, retention and referral efforts of After School Education participants to ensure contractual requirements are met;
- Coordinate and attend all PTA and SLT meetings; Coordinate and ensure compliance with all Youth Council meetings
- Maintain inventory of supplies and equipment ensuring budget mandates are followed
- Recruitment, hiring, training, scheduling, performance evaluations and payroll for all After school staff;
- Experience with effective management of crisis intervention, handling mental health and medical issues with participants and working with people with histories of trauma.
- Experienced in working with children with special needs and understanding Individual Educational Plans (IEP).
- Develop and implement staff professional development workshops responsive to youth and community needs.
- 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:

- Bachelor's Degree with strong management and youth development experience (5 years or more) required; MSW, or equivalent Master's Degree preferred
- Must be eligible for SACC certification
- Proficient in typing; responding to emails, and phone calls
- Computer skills: Microsoft Office; Google Docs; Spreadsheets; and Calendar Development

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.

How to apply:

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