



50 East 168th Street, Bronx, New York 10452

www.WHEDco.org

Title: Middle School/After School Program Director

Location: South Bronx Early College Academy Charter School, Bronx NY

Reports to: WHEDco's Senior Director of Education & Youth Development and School Site Principal

The Women's Housing and Economic Development Corporation (WHEDco) is a community development organization founded on the radically simple idea that all people deserve healthy, vibrant communities. We build award-winning, sustainable, affordable homes – but our work is not over when our buildings are complete. WHEDco believes that to be successful, affordable housing must be anchored in strong communities that residents can be proud of. WHEDco's mission is to give the South Bronx access to all the resources that create thriving neighborhoods – from high-quality early education and after-school programs, to fresh, healthy food, cultural programming, and economic opportunity. See www.whedco.org for more information.

WHEDco affords all qualified applicants equal employment opportunities without discrimination because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, or any other category protected by law. WHEDco follows the requirements of the New York Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

Job Summary:

The Middle School/After School Program Director is responsible for the oversight of the school-based after school arts and academic enrichment initiative for middle school children at the South Bronx Early College Academy Charter School. The Program Director provides leadership, direction, supervision, training and support to WHEDco staff to ensure the program meets established goals and outcomes, and is responsible for the program's compliance with contractual obligations to private and government funders. The Program Director serves as the primary point of contact between WHEDco's program and the school site Principal, faculty and staff.

Primary Responsibilities:

- Complete the program's NYS School Age Child Care (SACC) license application;

- Coordinate with the school Principal, faculty and staff to facilitate seamless integration of WHEDco's program staff and expanded hours into the overall school culture, and develop partnerships within the school community to help meet student and program needs;
- Recruit, interview, hire (including onboarding), manage, and train program staff and volunteers;
- Implement professional development opportunities to improve staff performance;
- Regularly assess and evaluate program staff;
- Manage participation of students in the program;
- Assist with the development of after school curriculum and activity plans and ensure curriculum and activities are in line with and support program goals and outcomes;
- Manage daily operations and coordinate with the school's administration, teachers and custodial staff regarding program logistics;
- Participate in school leadership committees and PTA meetings;
- Act as liaison with parents relating to after school activities;
- Partner with school and WHEDco fiscal staff to create and manage the program budget and to ensure required financial reports are submitted in compliance with requirements;
- Attend program-specific professional development, including start-up workshops, as well as attend agency-wide meetings and events;
- Additional responsibilities as assigned by the Senior Director and/or the Principal.

Qualifications:

- Bachelor's degree in education, youth development or related field; Master's degree strongly preferred;
- Minimum of four years of relevant experience working with children under the age of 13 in an educational setting, including at least two years in an administrative supervisory capacity; middle school teaching experience strongly preferred;
- Positive role model with strong leadership, conflict resolution and diplomacy skills;
- Excellent organizational skills, attention to detail, demonstrated ability to prioritize effectively, meet deadlines and multitask;
- Ability and willingness to work a non-traditional schedule, including late afternoon and evenings;
- Exemplary oral and written communication skills;
- Experience managing programs and staff;
- Experience with managing a budget;
- Proficiency in Microsoft Office, especially Excel;
- Demonstrated commitment to serving low-income communities.

Excellent benefits and competitive salary based on experience.

To respond, send a cover letter and resume to one of the following:

Email: aspd@whedco.org

Mail: WHEDco, 50 East 168th Street, Bronx, NY 10452

Attn: Senior Director, Education and Youth Development

Application Deadline: August 1, 2017, or until filled