



50 East 168th Street, Bronx, New York 10452  
[www.WHEDco.org](http://www.WHEDco.org)

**Title: Extended Day Program Coordinator**

**Location: WHEDco Extended Day Enrichment Program at The Highbridge Green School, Bronx, NY**

**Reports to: Program Director**

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](http://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. EEO/AA.

#### **Job Summary:**

The **Extended Day Program Coordinator** will assist with the supervision of daily operations of WHEDCo’s Extended Day Enrichment program at The Highbridge Green School (HBGS) and work with HBGS students and their families on the NYC high school application process.

#### **Responsibilities:**

Under the supervision of the Program Director and School Principal, the Program Coordinator will assist with the planning, supervising, evaluation and implementation of the Extended Day Enrichment program for middle school-aged children.

- Assist Program Director and School Administration in daily operations of program.
- Administer daily staff time log and participant attendance log.
- Facilitate leadership and community service activities for middle school students.
- Performs need assessments, evaluates and analyzes overall programming.
- Supports the planning and implementation of program goals.
- With HBGS Administration and Guidance team, coordinate and manage Specialized High School Admissions Test (SHSAT) Preparation.
- Assist students and their families with the City-wide high school admission application process and provide informational workshops to parents.
- Schedule information sessions with prospective high schools, both at schools and in program.

- Any other duties and responsibilities as needed.

**Qualifications:**

- Bachelors Degree in education or a related field and/or 2 years' experience working with youth ages 10 and older.
- Demonstrated interest in the field of education, child development or literacy preferred.
- Enjoys working with middle school age children.
- Able to work late afternoons and evenings.
- Familiarity with City-wide high school admissions process.
- Ability to present and communicate effectively in both group settings and one-on-one.
- Strong writing skills.
- Well organized, able to work both independently and collaboratively.
- Bilingual (English/Spanish) preferred.
- Previous work experience in 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](mailto:aspd@whedco.org)

Mail: WHEDco, 50 East 168<sup>th</sup> Street, Bronx, NY 10452

Attn: **Senior Director, Education & Youth Development**