



50 East 168th Street, Bronx, New York 10452
www.WHEDco.org

Title: Assistant Director, South Bronx Early College Academy
Location: 801 East 156th Street, Bronx, NY 10455
Reports to: Extended-Day Program Director, South Bronx Early College Academy

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: Under the direct supervision of the After-School Program Director, the Assistant Director will help maintain the program's administrative information, including accurate and timely data entry, as well as supervise program participants and employees during program hours.

Responsibilities:

- Under the supervision of the After-School Program Director, and working in conjunction with other staff, supervise after school program operations, with particular attention to middle school groups, students and staff.
- Swiftly and accurately enter attendance and data in DYCD Online and manage other program data as needed.
- Manage, mentor and oversee all program volunteers and SYEPS.
- Manage behaviors, build positive relationships, and provide reasonable consequences for students when necessary.
- Make regular rounds throughout the program to ensure that everything is operating smoothly.
- Manage Middle School arrival daily.
- Encourage and lead projects that foster academic, emotional, cultural and artistic growth.
- Attend weekly supervisors meeting.
- Run division Staff Meetings when necessary.
- Encourage students to positively participate in all after school programming and activities.

- Assist in and occasionally lead the planning and implementation of special events.
- Supervise trips when necessary.
- Attend all required staff/planning meetings
- Take on special assignments which pertain to the goals and objectives of the after-school program

Qualifications:

- Minimum two years professional experience working with children in a classroom (particularly middle school students), after school, or community-based environment leading/organizing arts activities. Substantial volunteer work will be considered.
- Experience managing employees.
- Experience in the field of education and/or child development.
- Familiarity with literacy and whole language teaching methodology desirable
- Able to work Monday-Friday, from 10:00AM -6:00 PM
- Well organized, able to work both independently and collaboratively
- Bilingual (English/Spanish) a plus.
- Previous work experience in low-income communities.

Excellent benefits and competitive salary based on experience.

To respond, please send a cover letter and resume to:

Email: tjones@whedco.org (Include "Assistant Director" and your name in subject line)