

SMEL | Stimulating Minds through Entrepreneurship and Leadership

JOB DESCRIPTION

POSITION:	Assistant Program Director
DEPARTMENT:	Youth Services
LOCATION:	115-15 Farmers Blvd, St. Albans, NY 11412
REPORTS TO:	Program Director
SALARY:	\$45,000 annually
SCHEDULE:	10:00 am – 6:00 pm (Monday – Friday). This position is performance based and is also contingent on funding availability.
JOB SUMMARY:	The Assistant Program Director is responsible for the overall development, implementation, and supervision of Stimulating Minds through Entrepreneurship and Leadership after-school and/or summer camp programs.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- Bachelor's degree or equivalent of 10 years in youth services/management required; master's degree in a related field preferred.
- At least 2 years in youth development field.
- At least three years' experience in designing, planning, and implementing programs.
- At least three years in supervising more than 10 program staff.
- At least three years of budget, contract and grant management experience.
- Ability to work independently, assesses priorities, and take initiative.
- High level of proficiency in administrative work.
- Capacity to thrive under pressure while working on multiple tasks and projects.
- Excellent record keeping techniques.
- Knowledge of the public education system and positive youth development best practices.
- Strong public speaking, writing and organizational skills.
- A team player with demonstrated commitment to working with urban youth and young adults from an asset-based perspective.
- Ability to set up and maintain work environment that challenges gender stereotypes and is LGBT-friendly.
- A background in partnering with the Board of Education.
- Have skills in experiential learning, and group facilitation with youth.
- Must be an outstanding strategic thinker.
- Must possess leadership abilities.
- Must be flexible, cooperative and willing to work in a team environment.
- Ability to work on multiple projects simultaneously.
- Proficiency in Microsoft word applications.
- Must obtain NYC Dept. of Health fingerprint clearance and State Central Registry (SCR) clearance.
- Ability to maintain State Central Registry (SCR) clearance and fingerprint clearance throughout the duration of employment.
- Bi-lingual (Spanish or Chinese preferred) a plus.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Program Management:

- Required to complete SACC Program Director's (30 hour) credentials.
- Provide leadership and strategic direction to full-time and part-time program staff.
- Recruit, hire, orient and evaluate program staff assigned to center-based after school program, evenings, Saturdays and summer day camp.

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- Provide direct/indirect supervision of all program staff and delivery of services on a day-to-day basis, in order to ensure that all goals, targets, and performance outcomes are met on a daily/weekly/monthly basis.
- Responsible for participant recruitment and retention strategies.
- Ensure attendance tracking and reporting meets contractual requirements regarding enrollment and attendance.
- Serves as the primary liaison for school administration, parents and other community entities and constituencies.
- Prepare and evaluate mid-year performance reviews of program staff.
- Work with program staff to improve job performance through ongoing mentoring and coaching, and monthly staff development.
- Facilitate bi-monthly team meetings and ensure that all staff meetings are properly executed.
- Set, communicate and enforce clear standards for quality youth development programming.
- Ensure all DOH School-aged Child Care and DOH Summer Day Camp regulations and procedures are complied with and conduct quarterly self-checklist inspection.
- Coordinate and execute all major events and activities along with other SMEL's Program Directors.
- Communicate with key stakeholders, as well as participate in meetings.
- Prepare monthly calendar of events, programs, meetings, and activities.
- Print and check monthly attendance as well as compliance reports for all programs.
- Prepare monthly spend-down reports for all budgets and spend-down in a timely fashion.
- Actively seek partnership opportunities and bring in at least 3 new partners a year.
- Perform other duties as assigned by supervisor and other management personnel.

EOE

HOW TO APPLY:

Please submit a cover letter, outlining how your skills & experience meet the specific components you are applying for, and your resume. Also provide us with three professional references that we can contact (at least one should be from a former supervisor) with the subject header "Assistant Program Director" to careers@smelny.org. No phone calls, please.

Please be advised that job offers can only be made once your clearances come through