



Job Title: After School Program Director
Department: Youth Development
Reports to: Coordinator of Youth Services

Status: Full-time/ Exempt
Schedule: M-F
Site Location: PS/MS 279

Job Summary:

The Afterschool Program is committed to providing academic enriching activities to students in 1st – 8th grade. The Site Coordinator is responsible for the oversight, development, and implementation of the afterschool activities and services largely sponsored by New York State's Advantage After School Program. This position directly supervises 10-15 part-time staff and is ultimately responsible for all volunteers, interns, and consultants who with the afterschool participants. The Site Coordinator also communicates clear expectations of the mission and vision of The Committee for Hispanic Children and Families (CHCF).

Duties and Responsibilities:

- Oversee and manage government and foundation contracts as well as program deliverables
- Carry out supervisory responsibilities in accordance with CHCF's policies and applicable laws
- Responsible for recruiting, interviewing, and supervising program staff and volunteers
- Develop and maintain program curricula and structures each academic year
- Use creativity to ensure the program includes activities that contribute to the cognitive, social-emotional, and physical well-being and growth of each student
- Ensure programs are in compliance with city and state regulations
- Assist in troubleshooting issues with staffing, students, parents, etc.
- Create an open communication environment
- Complete all mandated reports
- Ensure all afterschool personnel records and registered student's files are completed
- Recruit and register students for the after-school program

Community Collaborations, Outreach, and Networking

- Attend PS/MS 279, New York City Department of Education, ExpandedEDSchools and CHCF meetings
- Build relationships with community groups and stakeholders (including but not limited to government officials, community leaders, educators, foundations, and other individuals or organizations involved in youth development)
- Maintain relationships with intermediaries, networks, by attending events, seminars, etc.





- Manage parent engagement activities through outreach programs and building relationships with parents, guardians, and families

Human Resources and Staffing

- Work with Human Resources to coordinate training and orientation of new staff and in training and orientation of existing staff taking on new responsibilities
- Deliver regular feedback to staff through group and one-on-one meetings
- Work with Supervisor and Human Resources to provide his/her staff performance evaluations
- Plans and facilitate monthly meetings
- Offer emotional support and guidance to staff

Financial Management and Sustainability

- Monitor budget by using CHCF's tracking tool to ensure that budget is maintained
- Follow the DYCD and DOE procurement policies for ordering equipment
- Review and approve staff timesheet for bi-weekly payroll

Evaluation

- Develop, distribute and collect student and parent surveys to be submitted for research and data collection
- Use NYSAN - QSA Tool to ensure the programs are meeting the needs of the students, stakeholders, and the organization
- Work with program staff to measure programmatic, operational, and youth outcomes; ensure all reporting on outcomes are completed accurately
- *Other duties as assigned by Supervisor*

Qualifications and Skills

- Bachelor's Degree required. School-Age Child Care Credential or Master's preferred (e.g., Education)
- Excellent supervision, management, and leadership skills
- Excellent organizational and independent working skills
- Excellent office management and computer literacy (IT) skills (including MS Office applications, internet research, and Data Collection Systems)
- Excellent written and oral communication, conflict management, and presentation skills
- Experience with after school program development and coordination, curriculum development, finance/budget monitoring, and direct youth services coordination
- Familiar with computer coding programming and STEM-related curriculum • Familiar with Mental Health Services





- Experience supervising staff
- Knowledge of research methods
- Experience with community outreach and education, school district operations, community collaboration, and multicultural education
- Enthusiasm for community education and commitment to youth development and services
- Bilingual (Spanish/English) and bicultural skills required
- Ability to work flexible hours

Salary: \$65,000.00

CHCF offers a comprehensive employee benefits package.

CHCF is an equal opportunity employer and is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws



75 Broad Street, Suite 620 | New York, NY 10004 | (212) 206-1090 | info@chcfinc.org