

## Job Posting

September 1, 2020

### POSITION

Assistant Director – COMPASS Elementary After School & Learning Lab

### EMPLOYMENT TYPE

Full-time 40hrs/wk

### SALARY

\$38,500/yr

### REPORTS TO

COMPASS Program Director

### ESSENTIAL DUTIES AND RESPONSIBILITIES

In addition to supporting all programmatic offerings and completing any tasks deemed necessary by the Program Director, essential duties and responsibilities include:

#### Administrative Support, Compliance, & Implementation

- Responsible for supporting the smooth, effective, and successful functioning of the Program at the RiseBoro Youth Center.
- Provides direct support and supervision to Program's staff and participants.
- Recruits and registers participants, and ensures that all enrollment numbers are met.
- Attends required OCFS and DOH/SACC meetings, trainings, and conferences.
- Meets and documents required 30 hours of SACC training every two years.
- Works closely with RiseBoro Administration to provide information on any updated OCFS policies, new data, current trends, and program changes.
- Ensures that all DYCD performance targets are met & activities occur in accordance with the DYCD work plan.
- Ensures participant files are completed, regularly updated, and maintained in accordance with DYCD, OCFS and DOH requirements.
- Assists the Program Director in the completion of all required reports, including quarterly RiseBoro Board of Directors reports and required funder reports.
- Assists the Program Director in preparing/reviewing timesheets on a bi-weekly basis and submitting them to the payroll department for processing.

#### Youth Development

- Utilizes principles of positive youth development through use of behavior management and discipline techniques that foster social, emotional, and cognitive growth, and build self-esteem and responsibility in all participants
- Builds positive relationships with and among participants, and acts as a role model.

#### Program Development

- Helps create program schedule, and enrolls participants in scheduled activities with deference to choice and performance targets.
- Utilizes formal program feedback to make improvements to program design
- Organizes and implements special projects.
- Assists in the planning, coordination, and supervision of special events, projects, and field trips.
- Ensures all academic, social, cultural, vocational and recreational components of program are implemented effectively, efficiently and consistently with curriculum.

## Staffing & Program Supervision

- Assists the Program Director with the hiring and supervision of all COMPASS Elementary program staff and activities.
- Assists Program Director in scheduling and holding regular meetings with staff, partners, and key stakeholders to ensure all services are being delivered in a quality manner at required service levels and support school day learning and overall academic success.
- Maintain required logs and program database(s); ensure they are updated at all times.
- Supervises and supports program delivery staff around facilitation, health & safety, and principles of youth development.
- Ensures for proper staff coverage for scheduled and unscheduled time off.

## Family Engagement

- Meets with parents and assists with planning and conducting staff and program orientation sessions.
- Coordinates with Program Director around providing family/caregiver support and resources.

## Program Procedures and Safety

- Complies and enforces all health and safety guidelines and regulations set forth by the RiseBoro Youth Center, the NYS Department of Health, NYC Department of Health, and the Centers for Disease Control.
- Works with participants to quickly & appropriately resolve any incidents (medical or behavioral). Communicates with parents as necessary. Informs the Program Director of any issues and provide written statements when necessary.
- Ensures all staff have appropriate training and documentation as outlined in our SACC and NYC DOH license, including Fingerprint / NYS Sex Offender / & State Central Registry (SCR) clearances, Staff Annual Medical Form, Mandated Reporter Training and any other requirement as outlined in our DYCD contract and/or license to operate a school aged program.
- In absence of Director, serves on the Building Response Team (BRT) as RiseBoro Youth Center liaison, attending BRT meetings, reporting out to BRT needs of the Youth Center, and reporting back to Program Director and Director of Youth Services the actions, decisions, and concerns regarding both facilities that are covered in the BRT.

## Professional Development

- Participates in meetings and workshops that enhance professional skills, as assigned by program director, including a minimum of 15 hours of training per year;
- Works with program director, staff developers, and (as applicable) educational specialists to develop professional skills.
- Applies skills and knowledge acquired in those trainings to improve program quality.
- Assists Program Director in design of a comprehensive professional development curriculum for staff.

## COMPETENCIES

- Must have a passion for working with youth and be willing to go above and beyond program mandates for the benefit of the children. Must be team-oriented, working well with others to inspire success.
- Must be extremely organized, detail-oriented and able to multitask, take initiative, and work independently on tasks.
- Must be able to effectively prioritize responsibilities, set and meet deadlines; with strong communication & writing skills.
- Bilingual in English & Spanish is a plus

## EDUCATION & EXPERIENCE

- Candidate must possess a High School Diploma or equivalent; Bachelor's degree in Education or related field preferred;
- Must have at least two years' experience working with youth in a youth programs setting;
- Must have supervisory experience administering youth programs.

## APPLICATION DEADLINE

On going



**SUBMIT RESUME TO**

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