

# Job Posting

October 7, 2019

## POSITION

Program Director, COMPASS @ YC

## EMPLOYMENT TYPE

Part time, hourly

## SALARY

28 hours per week at \$24.73 per hour

## REPORTS TO

Director of Youth Services and Vice President, Education

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for overseeing all aspects of the COMPASS Program at the Youth Center afterschool and summer camp (if applicable) program and the Recreation Programing funded by DYCD Discretionary. In addition, Director is responsible for making sure all personnel are abiding by RiseBoro, funding source and licensing agencies policies and procedures. Specific responsibilities include:

- Provide oversight and supervision of the entire program including assisting in the development of budgets, aiding in budget modifications, working with funding sources, assisting with hiring, and ongoing support, supervision and evaluation of staff.
- Ensure all required program elements are provided as per schedule and ensure all rooms are ready for active use.
- Carefully oversee the outreach, recruitment, application process, program enrollment, and retention process. Ensure program participants have every possible resource to attain their goals.
- Responsible for convening participant and parent orientations.
- Plan and organize program activities to maximize program contract's goals and performance targets including enrollment goals, attendance milestones, program deliverables and participants outcomes.
- Complete quarterly RiseBoro Board of Directors reports.
- Maintain contact with DYCD officials and staff throughout the program period.
- Prepare all required program reports for DYCD; ensure all program reports and verification tools are submitted to DYCD on a timely basis.
- Ensure the safety and security of each participant by following all RiseBoro after-school protocols and procedures regarding safety, supervision, accident and incident reporting.
- Ensure program physical site has all required equipment and requirements as outlined in our SACC and NYC DOH license.
- Responsible for entering into consultant and subcontractor agreements for the delivery of program services; ensure all required documents by RiseBoro, DYCD and DOH are on file. Ensure all necessary approvals are secured prior to commencing services Recruitment and hiring of new qualified staff as needed. Train program staff and orient them to their respective roles and responsibilities within the program structure. Evaluate staff performance. Motivate, coach and counsel staff to excel. Supervise and coordinate all program activities of staff; convene meetings with staff; coordinate all necessary staff trainings.
- Responsible for preparing/reviewing timesheets on a bi-weekly basis and submitting them to the payroll department for processing. Maintain all personnel and program records. Ensure proper staff coverage for scheduled and unscheduled time off.
- Attend all necessary DYCD, DOH and any required licensing trainings.
- Ensure 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.
- Responsible for communicating on a daily basis with all staff to ensure all deadlines are being met, all issues are being addressed, and follow-up is properly documented.
- Perform any other task as deemed necessary by the Director of Youth Services.



### **COMPETENCIES**

- Must be able to meet set deadlines. Strong organization, communication and writing skills.
- Willing to go above and beyond program mandates for the benefit of the children.
- Ability to multitask.
- Bilingual in English & Spanish is a plus

### **EDUCATION EXPERIENCE**

- Bachelor's degree required
- Must have at least two years of supervisory experience administering youth programs

### **APPLICATION DEADLINE**

Ongoing

### **SUBMIT RESUME TO**

Crystal Turner, Business Manager

[cturner@riseboro.org](mailto:cturner@riseboro.org)

Please put "COMPASS Program Director Position" in e-mail subject line.