

May 7, 2019

## POSITION

Beacon Program Director

## EMPLOYMENT TYPE

Regular FT – 35 hours/week

## SALARY

Dependent upon experience

## REPORTS TO

Director of School Based Programs

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for overseeing all aspects of the Beacon Program and making sure all personnel are abiding by DYCD and RiseBoro policies and procedures. Responsible for outreach, recruitment and registration of program participants. Plan and conduct participant and parent orientations.
- Provide oversight and supervision of the entire program including assisting in the development of budgets, aiding in budget modifications, dealing with funding sources, assisting with hiring, and ongoing support, supervision and evaluation of staff. Ensure all program milestones and outcomes are met. Complete quarterly RiseBoro Board of Directors reports.
- Ensure all required program elements are provided and carefully oversee the outreach, recruitment, application process, program enrollment, and retention process. Ensure program participants have every possible resource to attain their goals.
- Prepare all required program reports for DYCD; ensure all program reports and verification tools are submitted to DYCD on a timely basis. Maintain contact with DYCD officials and staff throughout the program period.
- 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. 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 program physical site has all required equipment and requirements as outlined in our SACC and NYC DOH license. 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 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.
- Responsible for communicating on a daily basis with all staff to ensure all deadlines are being met, all issues are being addressed, follow up visits are being made, referrals are being properly made, and follow-up are properly documented.
- Maintain RiseBoro and DYCD equipment registry. Conduct regular visual equipment inventory; report damaged and/or missing equipment immediately as required by RiseBoro and DYCD.
- Perform any other task as deemed necessary by the Director of School Based Programs.

## COMPETENCIES

- Ability to obtain Department of Education (DOE), Department of Health (DOH) fingerprint and State Central Registry (SCR) clearance.
- 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.

## EDUCATION EXPERIENCE

- Must possess a Bachelor's degree in a related field and have three years of experience administering youth programs and two years of supervisory experience preferred; bilingual in English & Spanish is a plus

## APPLICATION DEADLINE

ongoing

## SUBMIT RESUME TO

Crystal Turner, Business Manager

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

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