
Job Title	Program Director, Beacon Center
PVN ID	ME-1708-002009
Category	Managerial and Professional
Location	MEDGAR EVERS COLLEGE
Department	School of Professional and Community Dev
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Oct 15, 2017 (Or Until Filled)

General Description

Beacon Centers are CBO-run free and qualitative afterschool programs funded by the Department of Youth and Community Development (DYCD). Beacons function as school-based “mini-universes” in the community where young people can learn, dream and grow and in the process, are afforded the opportunity to thrive in a safe and familiar environment. The Beacon model allows each host school to be transformed, during non-school hours, into a neighborhood hub for the whole community. They are a unique convergence of youth and adult community development designed to keep youth out of harm’s way while simultaneously strengthening local communities through an integrated range of services, with the school building as a welcome gathering place.

Position Title: Program Director, Beacon Center

Reports To: Dean, Medgar Evers College, CUNY

Primary Function:

The Program Director is responsible for the effective and successful management of the overall program/center. The Program Director directs the project and ensures that activities are conducted in full compliance with the specifications of the City of New York Department of Youth and Community Development and provides detailed guidance and leadership to the Medgar Evers College Beacon center staff. Program Director serves as the liaison among the Medgar Evers College School of Professional and Community Development, New York City Department of Youth and Community Development, school administrators, school-age participants, and their parents, coordinating the Center’s resources to best serve the local Beacon community. S/he oversees the day-to-day supervision and operation of the Beacon program.

Other Duties

The Program Director will work with the Medgar Evers College School of Professional and Community Development in developing the educational, recreational, and guidance activities that will be implemented in order to meet the mandates of the program. The Director must be able to coordinate with the principal of the host school and other community stakeholders to align assets and services with needs, and work with Beacon staff to ensure high quality activities and programming. The Director is responsible for maintaining DYCD database, conducting monthly co-locators meeting, supervising Saturday programs, and scheduling staff. The successful candidate will be required to attend monthly Medgar Evers College, DYCD and advisory board meetings; and will promote the Beacon program by attending PTA and School Leadership Team (SLT) meetings, open houses, and functions in and out the community.

Qualifications

The Program Director must have at least a Bachelor's degree, with five years' experience working with children as well as three years supervisory experience. A master's degree in education or related field is preferred and excellent interpersonal and communication skills are a must. Program Director must have excellent computer skills and have the ability to conduct workshops, to write curricula, and to schedule activities. Program Director must have the ability to accept guidance and supervision from command structure and must be able to work in the evenings and on Saturdays.

Program Director must be knowledgeable of the Beacon community.