

<b>Job Title</b>	Program Director, Beacon Center
<b>PVN ID</b>	ME-1801-002290
<b>Category</b>	Managerial and Professional
<b>Location</b>	MEDGAR EVERS COLLEGE
<b>Department</b>	School of Professional and Community Dev
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Mar 08, 2018 (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.*

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-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. The Beacon Center is open Monday through Saturday.

## 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. Maintain data base for DYCD, conduct monthly co-locators meeting, supervise Saturday programs, conduct workshop, and schedule workshop assignment for staff. Attend monthly DYCD, College meetings, and advisory board meetings. The Director is expected to interact productively with the school principal and staff towards the successful implementation of Beacon programming. Promote the program by attending PTA and School Leadership Team (SLT) meetings, open houses, and functions in and out the community. Assist with all report writing for funding sources and the college.

## Qualifications

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The Program Director must have at least an associate degree in Early Childhood education, and/or a minimum three years experience working with children and experience working in a supervisory position. 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.