



<b>Job Title</b>	Program Director, Cornerstone
<b>PVN ID</b>	ME-1803-002405
<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>	May 22, 2018 (Or Until Filled)

## General Description

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Position Title: **Program Director**

Report To: **Dean, Medgar Evers College, CUNY**

**Primary Function:** The Program Director is responsible for the effective and successful management of the overall program/Cornerstone Center. The Program Director supervises 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 (DYCD) and the Department of Health (DOH). S/He provides detailed guidance and leadership to the Medgar Evers College Cornerstone center staff. The Program Director serves as the liaison between the Medgar Evers College School of Professional and Community Development (SPCD); DYCD; school-age participants and their parents, overseeing the day-to-day supervision and operation of the program, located in New York City Housing Authority (NYCHA) community centers.

## Other Duties

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**Major Responsibilities:** The Program Director will work with Medgar Evers College SPCD staff to develop educational, recreational, and guidance activities that will be implemented in order to meet the mandates of the program. S/He maintains database for DYCD, conducts monthly co-locators meeting, supervises Saturday programs, conducts workshops, and schedules workshop assignments for staff. Hire appropriate and qualified staff for center. Must also attend mandated, scheduled College meetings, as well as DYCD meetings, trainings and advisory board meetings. Promote the program by attending PTA meetings, open houses, and functions in and out of the community. Assist with all reporting for funding sources and the College.

## Qualifications

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The Program Director must have at least a bachelor's degree in Early Childhood education or a related field, and/or a minimum five years experience working with children and experience working in a supervisory position; a master's degree in education or related field is preferred. SACC credentialing is required for this position. 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, to and to schedule activities. Program Director should 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 also be knowledgeable of the Cornerstone community.