
Job Title	Program Director, Beacon Center
PVN ID	ME-2003-003565
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	May 13, 2020 (Or Until Filled)

General Description

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.

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 database for DYCD, conduct monthly co-locators meeting, supervise Saturday programs, conduct workshops, and schedule workshop assignments for staff. Attend monthly DYCD, College meetings, and advisory board meetings. Promote the program by attending PTA and School Leadership Team (SLT) meetings, open houses, and functions in and out of the community. Assist with all report writing for funding sources and the college.

Qualifications

The Program Director must have at least an associate degree in Early Childhood education, and/or a minimum of 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.