



<b>Job Title</b>	Program Director, Cornerstone
<b>PVN ID</b>	ME-2109-004222
<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>	Dec 01, 2022 (Or Until Filled)

## General Description

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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 (DYCD) and provides detailed guidance and leadership to the Medgar Evers College Cornerstone center staff. 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 and oversees 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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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. Maintain database for DYCD, conduct monthly co-locators meetings, supervise Saturday programs, conduct workshops, and schedule workshop assignments for staff. Attend mandated, scheduled DYCD, College 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 report writing for funding sources and the college.

Hire appropriate and qualified staff for the center.

## 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 of five 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. SACC credentialing is required for this position. The Program Director must have excellent computer skills and have the ability to conduct workshops, write curricula, and schedule activities. The Program Director must have the ability to accept guidance and supervision from a command structure and must be able to work in the evenings and on Saturdays. The Program Director must also be knowledgeable of the Cornerstone community.