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<b>Job Title</b>	Assistant Director, Cornerstone Program
<b>PVN ID</b>	ME-2109-004223
<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 Assistant 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. The Assistant Director assists with the day-to-day supervision and operation of the program, and assists with the articulation of the educational programs of the day school with the educational program after school.

## Other Duties

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The Assistant Director/evening supervisor will work with the director 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 meetings, 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 meetings, open houses, and functions in and out of the community. Assist with all report writing for funding sources and the college.

## Qualifications

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The Assistant Director/evening supervisor must have at least an associate's degree in Early Childhood Education or a related field, and/or a minimum of two years experience working with children and experience working in a supervisory position. A bachelor's degree in education or a related field is preferred. Must possess excellent interpersonal and communication skills. Must have excellent computer skills. Must have the ability to conduct workshops, write curricula, teach in a classroom setting, and schedule activities. The candidate must have the ability to accept guidance and supervision from a command structure. The candidate

must be able to work in the evenings and on Saturdays.