
Job Title	Assistant Director, Beacon Program
PVN ID	ME-2109-004224
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	Dec 01, 2022 (Or Until Filled)

General Description

The Assistant Director/site resource coordinator 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 afterschool program and assists with the articulation of the educational programs of the day school and the Beacon with the educational program after-school and evening programs.

Other Duties

The assistant director/site coordinator 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 school and/or community meetings, open houses, and functions in and out of the community. Assist with all report writing for funding sources and the college.

Qualifications

The Assistant Director/site coordinator must have at least an associate degree in Early Childhood education, and/or a minimum of three years experience working with children and at least one year of supervisory experience. 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. The candidate must also be knowledgeable of the local Beacon community.