
Job Title	Program Director
PVN ID	ME-2305-005639
Category	Managerial and Professional
Location	MEDGAR EVERS COLLEGE
Department	SPCD - Cornerstone
Status	Full Time
Annual Salary	\$52,000.00 - \$55,000.00
Hour(s) a Week	35
Closing Date	Jul 26, 2023 (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 Cornerstone Community center staff. Cornerstone Program located within the NYCHA Developments in the Brownsville section of Brooklyn, New York. 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 and oversees the day-to-day supervision and operation of the 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 data base for DYCD, conduct onthly colocators meeting, supervise Saturday programs, conduct workshop, schedule workshop assignment for staff.
- Attend monthly DYCD, College meetings, and advisory board meetings.
- Promote the program by attending community meetings, open houses, and functions in and out the community.
- Assist with all repoort 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 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. Program Director must have excellent computer skills and have the ability to conduct workshops, to write curricula, to 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 also be knowledgeable of the Brownsville/East NY community.

This is a grant-funded full-time position through the DYCD Grant.