Job Title	Assistant Director/Site Coordinator
PVN ID	ME-2411-006569
Category	Managerial and Professional
Location	MEDGAR EVERS COLLEGE
Department	School of Professional and Community Dev
Status	Full Time
Annual Salary	$55,000.00 - $80,000.00
Hour(s) a Week	35
Closing Date	Jan 12, 2025 (Or Until Filled)

General Description

The Assistant Director's assignment is temporary. The tentative appointment will begin on December 2, 2024, and will end on June 30, 2025.

The Assistant Director/Site 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 program, and assists with the articulation of the educational programs of the day school with the educational program after school.

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 data base for DYCD
- Conduct monthly co-locators meeting
- Supervise Saturday programs
- Conduct workshops and schedule workshop assignment 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 the community
- Assist with all report writing for funding sources and the college
- Other duties as assigned

Qualifications

- The Assistant Director/Site Coordinator must have at least an associate degree in Early Childhood education and/or a minimum three years of experience working with children and experience working in a supervisory position.
- A master's degree in education or related field is preferred.
- Must possess excellent interpersonal and communication skills.
- Must have excellent computer skills.
- Must have the ability to conduct workshops, to write curricula, to teach in a classroom setting, and to schedule activities.
- Candidate must have the ability to accept guidance and supervision from command structure.
- Candidate must be able to work in the evenings and on Saturdays.
- Candidate must also be knowledgeable of the Beacon community.