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<b>Job Title</b>	Afterschool Program Director
<b>PVN ID</b>	YC-2201-004472
<b>Category</b>	Instruction and Social Service
<b>Location</b>	YORK COLLEGE
<b>Department</b>	Child Care
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$51,000.00 - \$53,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Mar 07, 2022 (Or Until Filled)

## General Description

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**General Description:** The Program Director of the School Age Grant funded program will report to the Director of the York College Child and Family Center, Inc. and will work in collaboration with the Director of the YCCFC for the provision of quality afterschool childcare services Monday - Friday (September - June) ( July/August Summer Camp) for children ages 5-10 years old at the York College Child and Family Center Inc. He/she shall be responsible for planning, organizing and directing the on-site operations of the education and child care program based on age-appropriate developmental practices. The Program Director shall be responsible for compliance with policies of regulatory agencies (Department of Health Bureau and Mental Hygiene, Bureau of Day Care, USDA Child and Adult Care Food Program, etc.) and will have responsibility for:

### Classroom Management:

- Hiring, training, new hire orientation, supervising and evaluating all classroom and office personnel on a daily basis.
- Schedule of 10- 6 ( afternoon teaching duties until 6 p.m.) Summer hours will vary based on programming
- Teaching duties will be part of the responsibilities from 3:00 – 6:00 p.m.
- Developing center curriculum in conjunction with Assistant teachers; ensuring that classroom physical environment supports the curriculum; maintaining inventory of classroom equipment and supplies to support the curriculum
- Working with teaching team to develop extra - curricular activities, lesson plans, outings
- Developing Monthly Calendar for School Age Program
- Child observation, assessment and referrals (where appropriate) in consultation with teaching staff
- Overseeing and participating in all classroom activities including outdoor activities, food program, etc.
- Overseeing adherence to the DOH health and safety requirements (emergency exit drills;
- Adhering to COVID 19 Health Protocols
- Coordinating parent/guardian orientations, participation and education programs and materials
- Being able to lift and carry a child weighing up to 40 pounds-
- Coordinating coverage for classroom

## Other Duties

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### Center Admin Management:

- Working in conjunction with Director and Admin on inventory, data, supplies and record keeping for Grant
- Maintaining related supplies and equipment; compliance with regulatory requirements, etc. for CCAMPIS Grant
- Preparing annual reports for CCAMPIS Grant
- Maintaining appropriate classroom records in conjunction with administrative staff (health history records, emergency contact information, etc.)
- Marketing and Forming campus relationships/ partners
- Developing Community Partnerships
- Create strategies to meet program outcomes
- Meet established student success measures
- Overseeing registration of children in collaboration with Admin Team
- Reporting facilities issues to the Director of the YCCFC
- Other administrative duties as assigned by the Director of the YCCFC.

## Qualifications

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### Qualifications

- Bachelor's degree in Elementary Education or related field and at least two or more years classroom teaching relevant experience required; **Master's degree and NYS Certification preferred.**
- Minimum of five years of Afterschool experience, responsible program administration, planning and staff management experience, preferably an educational setting, serving low-income students.
- Excellent oral and written communication skills
- Flexible
- Bi Lingual Spanish speaking a PLUS!
- Detail oriented
- Excellent interpersonal and organizational skills
- Must be proficient in a number of software programs including the Microsoft Office suite
- Proactive, creative, and able to develop innovative approaches and exercise sound judgment; can work under deadlines and adapt quickly to changing situations and priorities.
- All applicants must go through mandatory background check for clearance- State Central Register for Child Abuse, Mandatory Fingerprinting, medical and immunizations.
- **EEO Info**

We are committed to enhancing our diverse academic community by actively encouraging people of all race, color, religion, gender, gender identities or expressions, sexual orientation, national origin, genetics, disabilities, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.

