



Program Director LEAPS Afterschool Program

About St. Nicks Alliance

St. Nicks Alliance is a nonprofit, nonsectarian community-based organization founded in 1975 with the mission to transform lives of low- and moderate-income people through employment, education, housing, and health care. We do this by delivering impactful services with measurable outcomes to children, youth, adults, and the elderly. As a civic anchor, we carry out this mission within the context of building a sustainable community for all people through the arts, environmental advocacy, and urban planning.

About Youth and Education

Established in 1994, St. Nicks Alliance's Youth and Education serves more than 6,000 North Brooklyn youth, ages 2-24, each year. Through a wide-range of programs, children and youth are empowered to successfully advance through the stages of education and into young adulthood with the core competencies to thrive. In partnership with schools, families and community, St. Nicks Alliance's holistic approach to transformation combines youth development, academic enrichment, health and wellness, arts learning and post-secondary readiness.

About the Position

St. Nicks Alliance seeks to hire four dynamic, experienced after-school program directors for new centers serving youth between the ages of PreK-5th grade. Each Program Director will be responsible for the overall development, implementation, and supervision of the program and program staff. Each Program Director will serve as the primary contact to the principal, and school administration. Each Program Director will ensure contract compliance with respect to private, federal, state and city government agencies overseeing program funding. This is a year-round position. Programs vary in size, from 75-200 students. All afterschool centers are located in North Brooklyn's neighborhoods of Bedord-Stuyvest and Williamsburg.

Essential Duties and Responsibilities

Supervision

- Hire, train, and supervise qualified and highly competent group leaders and part-time Assistant Director.
- Oversee enrollment, space allocation and space use permits, as well as meals request for school year, summer camp and Holiday Camp programming
- Provide training and support to staff in classroom/behavior management strategies that align with day school culture

- Supervise Assistant Director and support staff with facilitation and implementation of lesson plans created by the Education team.
- Provide ongoing observation, coaching and feedback to staff
- Maintain written guidances/documentation for incidents/occurrences with staff

Partnership/Relationship Development

- Develop and maintain partnerships and communication with school leadership and school staff to support the effective integration of in-school and after-school goals
- Coordinate/schedule/attend monthly leadership meetings with Principal/Assistant Principal and program stakeholders including School Safety, Attendance, SLT meetings
- Build and maintain strong, positive relationships with parents, school faculty and other community resources in order to enrich the experiences for students and their families in the program by creating an effective system of communication for sharing program updates and student progress
- Serve as the liaison between St. Nicks Alliance and school partner
- Conduct parent orientation sessions in the Fall and Spring
- Participate and Contribute to division-wide initiatives

Program Development

- Implement division wide thematic curriculum for Literacy, STEM, SEL, and physical fitness
- Work closely with the Associate Director of Education to provide on-going support to staff in curricula implementation and facilitation Youth & Education School Success Literacy Immersion Model
- Development of an enriching theme-based summer camp with the goal of stemming summer learning loss and providing opportunities for growth and hands-on learning through literacy, STEM, SEL and Arts Enrichment
- Work closely with school and leadership team to coordinate adult education, financial literacy, family engagement, and housing workshops
- Support short and long term division-wide implementation of program planning and outcomes tracking; specifically, seek ways to improve school attendance, school attachment, academic self-efficacy, employment self-efficacy, skills for success (social-emotional skills), literacy, and lifelong learning
- Develop an enriching program schedule that reflects 15 hours a week of activities for afterschool program
- Work with school leadership to support day time events.
- Have the ability to adhere to a changing environment as needed

Administration

- Supervise funder online system and administrative mandates to ensure 100% compliance
- Submit Timesheets by the internal deadline
- Track enrollment, attendance, and data entry to ensure program is on track to meet programmatic mandates and benchmarks
- Ensure monthly reports are submitted
- Lead out observations and site visits

- Attend all Division Leadership Meetings
- Ensuring that program binders are updated on a monthly basis
- Schedule and facilitate two parent events for the school year.
- Complete at least 15 hours of training annually
- Submit subcontractors sign-in sheets on a monthly basis
- Respond to DOH correspondence and correct violations as received
- Adhere to internal Division Deadlines
- Submit vacation requests 2 weeks before requested time off and sick time requests within two business days of time off
- Oversee compliance with DOE/DOHMH School Age Child Care (SACC) and Summer Camp rules and regulations pertaining to staff hiring and clearances, trainings, safety, and related items and be listed as Site Director on SACC license
- Any other tasks as identified by your Supervisor as they relate to your responsibilities

Must Have Core Competencies, Knowledge, Skills and Education

- At least 5 years prior experience in youth development and education
- Deep understanding of and joy working with children
- Bachelor’s degree in related field
- Excellent Problem Solving, Teamwork, Communication, and Leadership skills

Preferred Attributes

- Bilingual (Spanish/English) preferred

HOW TO APPLY

Please submit a resume and tailored cover letter to youthresumes@stnicksalliance.org with “Program Director” in the subject line

Job Type: Full-time

Salary: \$58,000-\$72,000

Benefits:

- 401(k)
- Health insurance
- Paid time off

Schedule:

- Monday to Friday

Ability to Relocate:

- Brooklyn, NY 11211: Relocate before starting work (Required)

Work Location: In person

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St. Nicks Alliance is an Equal Opportunity Employer who encourages people of diverse backgrounds and experiences to apply. St. Nicks Alliance does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.