



Part-time Assistant Director

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 deliver 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 each year. Through a wide-range of services, 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. St. Nicks Alliance's school success model introduces transformational practices to our afterschool centers with the goal of fostering long-term school success through literacy immersion, socioemotional and behavioral supports.

About the Opportunity

We are looking for a dedicated individual to support our director in hiring, training, and supervising after school group leaders and staff. The role includes providing ongoing coaching, supervising lesson planning and implementation, and directly overseeing staff and activities in the director's absence. You will also supervise interns, evenings/Saturdays, and ensure staff participation in literacy and STEM trainings. Additionally, you will manage after school pick-ups from feeder schools. This is a fantastic opportunity to contribute to youth development and education.

Essential Duties and Responsibilities

Supervision

- Support program director with staff training, and support group leaders in classroom management strategies that align with day school culture such as responsive classroom approach.
- Support program director in on-going observations, coaching, and feedback to group leaders, activity specialists, and interns.
- Oversee afterschool meals for school services.

Partnership/Relationship Development

- Support program director in maintaining partnerships and communication with school leadership and staff to support the effective integration of in-school and afterschool goals.
- Build strong relationships with parents and other community resources in order to enrich the experiences of students and their families.

- Plan at least two parent events for the school year.

Student Development

- Support the implementation of division wide thematic curriculum for literacy, STEM, SEL, and physical fitness.
- Attend all literacy training sessions.
- Support the planning and development of an enriching schedule that reflects at least 15 hours a week of activities for afterschool within the model.

Administration

- Help manage funder online systems and administrative mandates to ensure 100% compliance with all funders by inputting enrollment applications, and weekly activity and snack attendance, to ensure the program is on track to meet mandates and benchmarks.
- adhere to all required deadlines
- support all site visits
- any other tasks as identified by your Supervisor as they relate to your responsibilities

Must Have Core Competencies, Knowledge, Skills and Education

- associate or bachelor's degree (preferred)
- 1–2 years of supervision experience
- knowledge of the afterschool setting

Preferred Attributes

- bilingual (Spanish/English) preferred

HOW TO APPLY

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

Job Type: Full-time

Pay Rate: \$21/hr

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