

## **DYCD Program Director**

### **Who we are:**

St. Nicks Alliance, a North Brooklyn based community organization, seeks to transform lives of low- and moderate-income people through employment, education, housing, elder care and social services. We do this by delivering impactful services with measurable outcomes to children, 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.

We are currently seeking a **full-time DYCD program director** for our North Brooklyn location.

### **What will you do:**

The DYCD program director reports to the associate director of Education and serves as the site director for SACC licensing.

### **Staff Leadership & Supervision**

- Recruit, train, supervise, and support part-time assistant directors, group leaders, activity specialists, and interns
- Oversee program operations, including space allocation, meals coordination, enrollment, and scheduling for afterschool, holiday camps, and summer programs
- Provide coaching and feedback to staff, conducting formal observations and evaluations three times per year
- Deliver ongoing training in classroom management strategies aligned with day school culture and trauma-informed practices
- Ensure staff performance and program delivery meet agency expectations and compliance standards

### **Partnership & Relationship Management**

- Serve as the primary liaison between St. Nicks Alliance and school leadership, fostering collaboration and alignment between in-school and after school initiatives
- Coordinate and attend monthly leadership meetings with school stakeholders, including principals, assistant principals, and School Safety teams
- Build strong partnerships with parents, school faculty, and community organizations, facilitating parent engagement events, orientation sessions, and workshops
- Represent the program in division-wide initiatives, including Youth Summits, Middle School Spotlights, and community fundraising events

### **Program Development & Implementation**

- Lead the implementation of the division-wide thematic curriculum, incorporating literacy, STEM, SEL, physical fitness, and arts enrichment
- Collaborate with the associate director of Education to support staff in curriculum planning and facilitation
- Design and oversee theme-based summer camps to prevent learning loss and promote hands-on learning experiences
- Align programming to support broader youth and family outcomes, including school attendance, academic self-efficacy, social-emotional growth, and post-secondary readiness
- Coordinate adult education, financial literacy, and family engagement workshops in partnership with school teams
- Plan and execute two student showcases annually

### **Compliance & Administration**

- Ensure 100% compliance with DYCD, DOE, and DOHMH requirements, including licensing, staffing, clearances, safety protocols, and reporting
- Oversee data management, enrollment tracking, attendance, and reporting in DYCD and internal systems
- Lead preparations for DYCD site visits, audits, and binder reviews, ensuring all documentation is current and accurate



# St.Nicks Alliance

Where Opportunity Grows

- Monitor progress toward programmatic benchmarks and funding requirements, submitting monthly reports and workscopes by internal and external deadlines
- Participate in all Division leadership meetings and required training (minimum of 15 hours annually)
- Manage administrative tasks including timesheet submissions, vacation and sick leave requests, subcontractor documentation, and DOH correspondence

## Other

- Support day school events and division-wide fundraising activities such as Touch-A-Truck and the M5K Run.
- Demonstrate flexibility to adapt services to evolving environments, including virtual program delivery as needed.

## What we are looking for:

- Bachelor's degree in education, social work, youth development, or related field
- Minimum 5 years of progressive experience in youth development, afterschool programming, or education
- Strong knowledge of DYCD contracts, requirements, and compliance systems
- Proven leadership in staff supervision, program development, and stakeholder engagement
- Exceptional problem-solving, teamwork, organizational, and communication skills
- Passion for working with children and youth in an urban, diverse, and dynamic environment
- Bilingual (Spanish/English) strongly preferred.
- Experience with NYC DOE and community-based school partnerships preferred

## What's in it for you:

- compensation range: \$62,000–\$67,000 per year (*the actual compensation will depend on a variety of job-related factors which may include geographic location, work experience, education, and skill level*)
- competitive benefits package (medical, dental, vision, 401k)
- 12 company paid holidays; paid vacation, sick, and personal time off
- learning & development opportunities & access to wellness programs

## How to apply:

Please submit your resume and tailored cover letter to [youthresumes@stnicksalliance.org](mailto:youthresumes@stnicksalliance.org) with “Program Director” in the subject line.

*St. Nicks Alliance is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, national origin, religion, sex, gender identity, age, disability, alienage or citizenship status, ancestry, marital status, sexual orientation, veteran status, or any other status or characteristic protected by applicable federal, state or local laws.*

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