

COALITION FOR HISPANIC FAMILY SERVICES

Job description

Job Title: Director of Beacon Center for Arts & Leadership
Reports To: Program Director
Department: Beacon Center for Arts and Leadership
Date available: May 7, 2018
Date Posting: April 24, 2018
Deadline to Apply: May 1, 2018

To Apply: Submit a resume and cover letter with qualifications to Diana Delgado, Community Programs Director at ddelgado@hispanicfamilyservicesny.org.

Summary of Position: Beacon Center for Arts and Leadership Director supervises all school age, middle school, teen and adult programming. This position is responsible for the coordination of the contract's administrative framework, direct supervision of staff and youth, and personalized involvement with the school and surrounding Bushwick community. The Beacon is a community center located in Bushwick, Brooklyn at housed at I.S. 291 Roland Hayes School.

Summary of the Agency: The Coalition for Hispanic Family Services is a multi-service agency serving children and families of North Brooklyn. These include foster care, adoption, youth development, primary health care, mental health, HIV/AIDS case management, community health education and outreach, in-service internships and after school/summer camp education.

Major Duties:

- Ensure that contractual benchmarks surrounding enrollment, recruitment and retention are met for all age groups: middle school, teens, school age and adults
- Problem-solving and relationship-building within the onsite school administrators
- Comprehensive management of schedules for programming and staffing
- Direct supervision and in-classroom support of all teaching and support staff
- Direct a summer camp, lead trips, handle areas of concern for parents
- Plan and lead a minimum of four student performances annually
- Lead lesson plan development meetings and training workshops
- Lead weekly all staff meetings and staff supervision meetings
- Model positive life choices and mentor middle school youth
- Lead quarterly Community and Youth Advisory Boards
- Draft incident reports, logbook documentation and DOH documents
- Daily supervision of middle school afterschool programming
- Generate and collaborate on wide range of community projects and special projects as needed.

Qualifications: Bachelor's degree required. Experience managing programming and staff in a fast-paced youth development program. Superb organization and ability to mobilize a team in a start-up work environment. Must work some evenings and weekends. The ability to speak Spanish and lead conversations with parents in Spanish is a plus.