

Coalition for Hispanic Family Services
Community Center Programs
Job Description

Position Title: Assistant Director
Program: Cornerstone—Hope Gardens
Reports to: Site Director
Date Available: Immediately
Deadline to Apply: Open Until Position Filled

To apply: Submit a resume and cover letter with qualifications to Amanda Palley-Quiñones, Director of Community Center Programs, at apalleyquinones@hispanicfamilyservicesny.org

AGENCY SUMMARY

The Coalition for Hispanic Family Services is a non-profit community-based organization serving children and families of North Brooklyn and Queens. Services include foster care, adoption, youth development, family support, mental health, internships, community building and after school education.

PROGRAM SUMMARY

CHFS's Cornerstone and Beacon centers are educational, recreational, and social community center programs located in the Williamsburg and Bushwick neighborhoods of Brooklyn. The centers offer free and fun after school, summer camp, evening and weekend programs that prioritizes family and community, and focuses on building values, skills, and relationships through a strengths-based approach.

POSITION SUMMARY

Must be available Monday-Friday 3pm-11pm during the summer and 2pm-10pm during the school year, with possible weekend hours.

The Assistant Director at Cornerstone Community Centers shares the responsibility for overseeing all aspects of the after school, summer camp, evening and weekend programming. The Assistant Director must possess effective supervision and management skills, care for our community, and a commitment to providing high quality services with great integrity.

ROLE AND RESPONSIBILITIES

- Serve as the Acting Director in the Site Director's absence
- Support the supervision of center's 15+ staff during school year and summer programming
- Assist with supervising evening staff assignments and creating program schedules
- Implement all safety, security and emergency policies and procedures per CHFS, NYCHA, DOH and/or DYCD regulations
- Lead and organize field trips for program participants

- Develop and implement a recruitment and retention plan to ensure all enrollment and rate of participation goals are met/exceeded
- Conduct regular and effective community/program outreach
- Collaborate on community and special projects and events as needed
- Demonstrate flexibility and aptitude in leading new initiatives as needed
- Support with administrative tasks including, but not limited to, maintaining participant and staff files, tracking and documenting facility repair requests, preparing and submitting payment requests
- Ensure that all participants have completed applications and adhere to sign-in/sign-out policies
- Communicate changes in programming to staff members and participants
- Supervise and meet for a regular supervision meeting with evening staff
- Attend other supervision meetings and professional development trainings as assigned
- Communicate effectively via email and in person
- Co-host a monthly community advisory board and successful youth advisory council
- Ensure that equipment is checked out, set up and returned properly
- Draft incident reports, and complete proper documentation as needed by NYCHA, DOH, and/or DYCD
- Manage and teach as needed during holiday breaks and summer camps
- Complete any tasks deemed necessary by the Director.

QUALIFICATIONS

Minimum two years of experience working in a supervisory capacity in a program of comparable size. Must have the appropriate qualifications or working toward the completion of (1) of the credentials mandated under the New York State Office of Children and Family Services (OCFS) for School Age Child Care (SACC) registration, as described below: Associate's Degree in Child Development, elementary education, physical education, recreation or related field AND (2) years of direct experience working with children under the age of 13 years, including at least 1 year in a supervisory capacity. Or School Age Child Care Credential and at least 2 years direct experience working with children under the age of 13 years, including one year of supervisory experience. Or New York State Children's Program Administrator Credential AND 2 years of direct experience working with children under the age of 13 years, including at least one year in a supervisory capacity. **Or** Two years of college with 18 credits in child development, elementary education, physical education, recreation or related field AND 2 years direct experience working with children under the age of 13 years, including at least one year in a supervisory capacity.

Fluent Spanish and English is highly desirable. Must be able to work evenings and weekends, as well as extended hours during summer camp. Experience in a similar program is ideal, including the ability to promote community engagement at the center. Must have working knowledge of Microsoft Office Suite including; Outlook, Excel, PowerPoint, Publisher and Word. Additionally, candidate must be comfortable using internet browsers such as Explorer and Google Chrome in order to complete all administrative tasks as required by the position.

SALARY

Commensurate with experience.