

Coalition for Hispanic Family Services
Community Center Programs
Job Description

Position Title: Site Director

Program: Cornerstone—Hope Gardens

Reports to: Director of Community Center Programs

Date Available: Immediately

Deadline to Apply: Open Until 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 8am-4pm during the summer and 11am-7pm during the school year, with some evening and weekend hours.

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

ROLE AND RESPONSIBILITIES

- Responsible for overseeing all aspects of the community center programming – ensuring smooth, organized, safe and effective program operations
- Supervise, support and coach center staff to ensure program quality and compliance
- Lead weekly individual and/or group supervision meetings, as well as professional development trainings as needed
- Attend other supervision meetings and professional development trainings as assigned

- Create program and staff schedules for school year, summer camp, and breaks
- Communicate changes in programming to staff members and participants
- Lead and organize field trips for program participants
- Lead a monthly Community Advisory Board meeting to garner stakeholder feedback and support
- Implement all safety, security and emergency policies and procedures per CHFS, NYCHA, DOH and/or DYCD regulations
- Oversee a fair admissions process for children, youth, and adults
- Complete administrative tasks including, but not limited to, maintaining participant and staff files, tracking and documenting facility repair requests, preparing and submitting payment requests
- Complete of program reports and data in a timely manner
- Draft incident reports, and complete proper documentation as needed by NYCHA, DOH, and/or DYCD
- Ensure that all participants have completed applications and adhere to sign-in/sign-out policies
- 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
- Problem solve with families and develop relationships within the community
- Communicate effectively via email and in person
- Participate in agency-wide events
- Other duties as assigned

QUALIFICATIONS

Must have a Bachelor's degree in Education or a related field with at least three years of experience working with school-aged children and a minimum of two years of experience working in a supervisory capacity in a program of comparable size

Fluent Spanish and English is highly desirable. Must be able to work evenings and weekends as needed, 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) and Google Drive, Docs, Sheets, and other Google applications. 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.