

**Coalition for Hispanic Family Services  
Arts and Literacy After School Program**

**Job Description**

**Position Title:** Arts and Literacy Assistant Program Director

**Program:** Arts and Literacy after School Program

**Reports to:** Arts and Literacy On-Site Program Director

**Hours:** 35 hour per week (Monday-Friday with an occasional Saturday commitment)

**SUMMARY OF POSITION:**

The Arts and Literacy Assistant Site Director (ASD) is responsible for organizing and inputting weekly attendance, assisting the Site Director in director responsibilities including supervision of program content and staff, staff training and development, guardian communication, and reports. The ASD also serves as liaison between staff and On-Site Programs Director, staff and the Director of Middle School Programs, and Public-School Administrators, Faculty and Staff. The Assistant Site Director creatively and effectively manages, evaluates and coordinates program activities, projects and administrative work. The ASD should be someone with both art and administrative experience or an artist with a strong interest in working in the community.

**SUMMARY OF PROGRAM:**

The Arts and Literacy Program is a comprehensive afterschool program addressing Bushwick and Queens youth's needs in the areas of education, creative arts, youth leadership, and health. Program activities build leadership and literacy in the widest sense of the word through creative writing, the visual arts, drama, photography, video, music, yoga, creative movement/dance, and apprenticeships for high school students. The program engages the children's entire family through monthly family literacy workshops, parent organizing, and comprehensive services available through the agency's other programs.

**SUMMARY OF AGENCY:**

The Coalition for Hispanic Family Services is a multi-service agency serving children and families of North Brooklyn and Queens. 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 education.

**QUALIFICATIONS:**

BA in professional content area preferred. Minimum two years' experience in education, educational management or policy. Comprehensive knowledge of the arts. Working knowledge of Adobe Acrobat, Office 365, DYCD Connect, and MS Office Suite: Excel, Word, PowerPoint preferred. Occasional flexible schedule is required (Saturday availability). Bilingual-Spanish/Mandarin/French strongly desired.

The ASD should have a record of successful teaching and artistic accomplishments, experience working with children's needs, exceptional writing and administrative skills, ability to conceptualize and

communicate ideas, possess outstanding organizational skills and interest in working with a team, and familiarity with Latinx, African American and Asian cultures.

**RESPONSIBILITIES (not limited to):**

**Manage all attendance:**

- Print and distribution of attendance sheets to staff: weekly program attendance, special event attendance and School Food attendance rosters.
- Enter attendance weekly
- Submission of completed attendance to office administration team

**Management:**

- Manage program in absence of the Site Director
- Ensure all program activities comply with agency requirements: Department of Health (DOH) & Department of Youth and Community Development (DYCD)
- Report any potential incidents to supervisors as necessary
- Delegate tasks to teachers
- Manage the daily distribution and collection of technology, first aid kits, staff binders
  - Ensure everything is updated and/or in working condition
- Phone Calls: manage weekly phone call list: 3 categories of absence calls, behavior calls and positive calls
- As per Site Director's request or as necessary
  - Report staff/student concerns to site directors
  - Manage Food Services relationship
  - Manage Online School Food Roster

**Communication and Promotion:**

- Design, create and distribute monthly program newsletters, social media posts, promotional emails, etc.
- Carefully read and respond to all program emails
- Reinforce directives given to teachers by your Site Director.
- Assist Site Director with ensuring all technology is in working condition

**Administrative:**

- Create and update teacher binders
- Make fliers, calendars, permission slips, trip sign-in sheets event updates to hand out to parents and students
- Take weekly meeting notes
- Make event sign in sheet for parents with contact information update option

**Meetings:**

- Attend one site manager meeting a month
- Attend weekly check-in with Site Director
- Attend bi-weekly Assistant Site Director Supervision with admin team
- Attend behavioral meetings held by day school with Site Directors

**Parent Engagement:**

- Assistant and Site Director work closely together on parent conversations and relationships

**Additional:**

- Alternate leading Saturday trips with the Site Director
- Recruit during day school if program needs more students

Interested candidates, please send a resume and cover letter to the following email address:

[osthiring@hispanicfamilyservicesny.org](mailto:osthiring@hispanicfamilyservicesny.org).