

**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

Summary of Position: The Arts and Literacy Assistant Site Director is responsible for organizing and inputting weekly attendance on DYCD connect, assisting the Site Director in director responsibilities including supervision of program content and staff, evaluating and coordinates program activities, staff training and development, admin tasks such as creating and organizing data spreadsheets, creating social media posting, creating monthly program newsletters, and more. The Assistant Site Director 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 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 the 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.

**Arts and Literacy Elementary School After School Program**  
**Assistant Site Director Position Description**

The duties of the position are as follows:

**Attendance Entry and DYCD Online**

- Enter attendance every week by Thursday
- Submit all attendance sheets to the Brooklyn office by Thursday each week
- Make adjustments to class schedule and roster as needed
- Ensure that program has DYCD application and emergency contact info for all students
- Contact parents of accepted students to inform them when their students can begin attending program
- Keep the Emergency Contact List up to date in Staff binders using Reports
- Update contact information in DYCD online from Family Art Night sign in sheet
- Print weekly attendance sheets and distribute to staff
- Manage collecting attendance sheets from staff

## **Management**

- Manage in the absence of the Site Director. Ensure all program activities comply with DYCD and DOH requirements
- Manage the creation and implementation of the Leaders-In-Training Program at the site
- Manage high school student's attendance and track progress and leadership of LIT's
- Manage Food Services relationship
- Phone Calls: Manage that phone calls are made on Fridays in 3 categories of Absence calls, Behavior Calls and Positive Calls

## **Communication**

- Create monthly newsletter and submit to Program Director, day school teachers, school administration, parents, etc.
- Make sure all staff receive walkie talkies before program begins and that all staff have them on (Walkie Checks)

## **Administrative**

- Make Teaching Artist binders at the beginning of the year and update throughout the year
- Make fliers, calendars, event updates to hand out to parents and students
- Take notes in Supervision
- Have everyone sign one agenda and put each week's signed agenda in a Training Binder
- Make Family Art Night program and sign in sheet for parents with contact information update option

## **Meetings**

- Attend one MMM a month
- Site Directors share agenda after each Thursday's MMM with Assistant
- Attend working group at every Friday from 11am – 1pm
- Attend behavioral meetings held by day school with Site Directors

## **Parent Engagement**

- Assistant leads 2 Parent Workshop or Potlucks a year
- Assistant and Site Director work closely together on parent conversations and relationships

## **Additional**

- Alternate leading Saturday trips with the Site Director
- Coordinate smaller and more specialized trips with staff
- Recruit during day school if program is in need of more students

## **Qualifications**

**PLEASE NOTE: As per the DOE/DYCD Guidelines, all employees working in the Arts and Literacy Program are required to be vaccinated.**

BA in professional content area preferred. Minimum two years experience in education, educational management or policy. Comprehensive knowledge of the arts and non-profit management. Occasional flexible schedule is required. Bilingual-Spanish is required.

The Elementary Assistant Director should have a record of successful teaching and artistic accomplishments, should have experience working with children's needs, exceptional writing skills, ability to conceptualize and communicate ideas, possess outstanding organizational skills and interest in working with a team, and familiarity with Latino, African American and Asian cultures.

