

Afterschool Program Director/Manager of COMPASS Programs

ORGANIZATION: YWCA of Queens
POSITION: Part-Time, non-exempt
Monday through Friday 1:00PM to 6:00PM
LOCATION: Flushing, Queens, New York

Founded in 1978, the YWCA of Queens is a leading nonprofit recognized for providing innovative and measurable improvements for individuals and families in Queens. Under the broader mission of eliminating racism and empowering women, our focus is to empower the community through educational opportunities, skills and resource attainment in our main program areas: Pre-GED and GED, Adult Literacy, Women to Work, Afterschool, Social Services and arts and culture programs. With 2 sites in Flushing and Jamaica, the majority of our students and members are immigrants who need culturally accommodating and language appropriate services.

EXPECTATIONS:

Reporting to the Associate Director of Programs, the Afterschool Program Director/Manager of COMPASS Programs will be responsible for oversight and management of the YWCA of Queens afterschool program for elementary school students (grades 1-5) in Flushing, Queens. The program features physical activities, STEAM and other activities that encourage exploration and growth. In this role, the Afterschool Program Director/Manager of COMPASS Programs will directly manage 5-10 part time staff. The ideal candidate is responsible, doesn't just get things done but finds ways to make it better, has ability to manage staff, budget and contracts effectively.

Role Responsibilities:

Program Design/Development/Operations

- In collaboration with YWCA of Queens develop a robust program vision that supports goals. This includes the creation of annual work scopes that enrich students' academic and social emotional development.
- Oversee day-to-day operations of school-based program to ensure grant compliance across attendance, student behavior, safety, learning environment, and program offerings.
- On-going interactions with students, parents, and program and school staff, using strategies that supports the Great Schools Framework.
- Manage program budget and expenditure reports.
- Ensure staff has the proper resources to execute program activities and assigned responsibilities (e.g. curriculum, supplies, classroom space, technology, etc.).
- Implement continuous improvement mechanisms to ensure program innovation and high quality services.
- Actively participate in Program Management meetings to align extended day with the larger educational goals.

- Meet weekly with Associate Director of Programs to discuss program progress, challenges, upcoming events and/or initiatives to ensure compliance of grant agreements and advance program expansion.
- Meet weekly with YWCA Programs Department to report out on program outcomes and identify opportunities for cross collaboration.

Grant Management (Deliverables/Outcomes & Data Management)

- Input and manage student-level data to effectively track student enrollment, attendance, and program outcomes as delineated on grant agreement.
- Utilize NYCDOE, DYCD, NYS SACC License and FERPA protocols to safely manage student-level data, and while generating quarterly performance reports to analyze outcomes and establish course correction as needed.
- Collaborate with YWCA senior staff, school leadership, and DYCD Managers to timely submit all required contract documents and reports.

Staff Supervision & Development

- Hire, train, and supervise program staff. Create a mentorship program between Lead Teachers and Teacher Assistants to develop staff skills and promote a culture of professional growth.
- Establish on-going program observations protocols to inform needs assessment, implement effective operations protocols, staff development and program offerings.
- Schedule and lead professional development trainings and staff meetings.

Qualifications:

- Bachelor's degree in Education, or related field, required. Master's degree preferred
- 3-5 years of experience in education, preferably at the middle school or high school level
- Experience in managing staff
- Experience managing afterschool programs and NYCDOE/DYCD grants
- Experience working with Education and Youth Development Frameworks and Common Core Learning Standards
- Keen attention to Detail
- Capacity to build strong relationships with individuals at all levels, cultures and job functions (both inside and outside of the organization)
- Microsoft Office – required. Working knowledge of other participant management systems a plus.
- Strong strategic, analytical, communication, and interpersonal skills
- Willingness roll up sleeves and get to the bottom of things; to approach challenges with a good attitude and with a sense of humor
- Personal qualities of integrity, credibility, and a commitment to and passion for the YWCA of Queens' mission
- Facility in any one of two languages: Chinese or Korean a big plus
- Experience and desire to work with Immigrant populations a big plus

Women, people of color, and other underrepresented minorities are strongly encouraged to apply. The YWCA of Queens is an equal employment opportunity employer and does not discriminate based on age, citizenship, physical or mental disability, ethnicity, sexual orientation, marital status, race, religion, veteran status or other unlawful factors with respect to employment. The YWCA of Queens is committed to the maintenance of a drug-free workplace and ensuring compliance with the Drug-Free Workplace Act of 1988.

If interested in this position, please submit a cover letter and resume to mfranco@ywcaqueens.org.