

## **SONYC Assistant Program Director**

**ORGANIZATION:** YWCA of Queens  
**POSITION:** Full Time, non-exempt (30 hours per week)  
Monday – Friday, 12:00PM – 6:00PM  
**LOCATION:** Jamaica, Queens, New York

Founded in 1978, the YWCA of Queens (YWCA) 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 SONYC Program Director, the Assistant Program Director will be responsible for helping to lead and manage the daily operations of the YWCA of Queens after school program for middle school students (grades 6-8) at a NYCDOE school in Jamaica, Queens. One of the DYCD funded SONYC programs at a NYCDOE school, the program features physical activities, STEAM and other activities that encourage exploration and growth. The Assistant Program Director, will supervise line staff and ensure that appropriate procedures and safety protocols are followed. S/he will also oversee the program's data management system, and assist with the supervision of classroom activities, parent and school engagement. The Assistant Program Director will also oversee and implement the NYCDOE College Access grant.

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.

### **Responsibilities Include:**

#### *Program Design/Development/Operations*

- In collaboration with the Assistant Program Director implement a robust program vision that supports grant goals.
- Oversee day-to-day operations of school-based programs 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 support the Great Schools Framework.
- Implement continuous improvement mechanisms to ensure program innovation and high quality services.
- Meet weekly with SONYC Program Director to discuss program progress, challenges, upcoming events and/or initiatives to ensure compliance of grant agreement and advance program expansion.
- Meet weekly with Program Staff to report out on program outcomes and identify opportunities for cross collaboration.
  - Assist with staff management including Group Leaders, Youth Workers, Activity Specialists, Interns, and Volunteers.
  - Ensure compliance of YWCAQ policies and procedures as well as DYCD and DOHMH mandates

#### **Grant Management (Deliverables/Outcomes & Data Management)**

- Input and manage student-level data via DYCD portal to effectively track student enrollment, attendance, and program outcomes as delineated on grant agreement.
- Utilize 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.
- Submit monthly grant reports to the Director of Programs.

#### **Staff Supervision & Development**

- Assist the SONYC Program Director with staff hiring, training, and supervision. Create a mentorship program between Lead Teachers and Teacher Assistants to develop staff skills and promote a culture of professional growth.
- Collaborate with the SONYC Program Director to establish on-going program observations protocols to inform needs assessment, implement effective operations protocols, staff development and program offerings.
- Schedule and lead professional development training.

**Qualifications:**

- Bachelor's degree in Education, or related field, required. Master's degree preferred
- 1-2 years of experience working with youth from diverse backgrounds, preferably in afterschool settings.
- Experience in managing staff
- Experience managing afterschool programs and NYCDOE/DYCD grants
- Experiencing with the DYCDConnect and DiscoverDYCD system
- 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 Suite including Word, Excel, Access, and Project required. Working knowledge of other participant management systems is 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: Bengali, Spanish 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 send a cover letter, and resume to Rhashan Kendrick at [rkendrick@ywcaqueens.org](mailto:rkendrick@ywcaqueens.org).