Job Description

Job Title: Program Director
Location: New York, NY
FLSA Status: Full Time, Exempt
Classification: Professional
Department: Alianza
Reports to: Director of Youth Services Division

Supervisory Responsibilities: Yes ☒ No ☐

Summary: The Program Director is responsible for the coordination and supervision of comprehensive services to children, youth and families, contract compliance, monitoring, reporting and for resource development of the program.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Supervise onsite, day-to-day programs, services, and activities funded directly through the BEACON Program budget.
- Supervise the Educational Specialist and approve the final educational curriculum with the Director of Youth Services.
- Implement the educational curriculum and other assigned after school program activities.
- Supervise and evaluate assigned program staff as per agency policies and funder guidelines; and conduct appropriate staff conferences and meetings.
- Act as liaison to school principal, teachers, custodial and other school staff and participates in related school meetings.
- Monitor and report on contract compliance and programs.
- Submit weekly reports on a timely basis.
- Work with the Director of Operations and Fiscal Officer to insure prompt submission of reports.
- Support all agency fundraising projects.
- Participate in all required DYCD meetings and trainings.

Position Type and Expected Hours of Work:

This is a full-time position. Days and hours of work are generally 1PM to 9 PM Monday – Friday during the winter, and 8:00 AM – 6:00 PM during the summer. Additional hours may be required to meet program deadlines or client needs. Saturdays may alternate with the Assistant Director and special community events on Sundays.

Working conditions and physical demands required:
The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- To conduct field trips or attend events, individuals will use public transportation or traverse city streets, occasionally ascend/descend stairs, and be exposed to outside weather conditions.
- Ability to work with youth and the general public
- Remain in a stationary position at a workstation or while monitoring activities; and use a computer at least 30% of the time.

Qualifications

Education and/or experience required:

- Bachelor’s Degree.
- Two years’ supervisory experience in implementing after school programs.

Skills, Licenses, and/or competencies required:

- Must meet qualifications for mandated SACC license.
- Proficient in Microsoft Word and Excel.
- Excellent interpersonal skills and dynamic presentation style.
- Strong communication, organizational, and administrative skills.
- Ability to work well independently as well as part of a team.
- Demonstrated leadership ability.
- Commitment to the mission of Catholic Charities Community Services.

Catholic Charities and Catholic Charities Community Services is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristics protected by law.