

# UNION SETTLEMENT

## EMPLOYMENT ANNOUNCEMENT

**Position:** Associate Director of After School Programs  
**Department:** Youth Services  
**Reports to:** Director of Youth Services & Assistant Director of Youth Services  
**Hours:** Full-Time  
**FLSA:** Exempt  
**Created:** 10/17/2017

### **Position Summary:**

The Associate Director of Youth Services will assist in leadership, management and motivation to the Youth Services department. The Associate Director will oversee and manage the daily operations of all SONYC/COMPASS Middle School & Elementary School/Center based programs. The Associate Director will oversee the day to day operations of all programs including hiring, training, evaluating, and supervising of staff, program development, managing relations with schools and program partners, managing the program's budget, and meeting all contractual obligations. The Associate Director will also be responsible for marketing the programs to target communities and schools, representing the program at off-site meetings and conferences, and establishing relationships as necessary. The Associate Director will ensure all program guidelines are being followed and contractual obligations are met. Additionally, the Associate Director will participate in grant writing and fundraising efforts on behalf of Youth Services.

### **Responsibilities:**

- Supervise program staff, including the hiring and management of staff and completing annual performance evaluations
- Ensure that all programs are updating DYCD Online requirements; participant attendance; work scopes; program activity schedules, and staffing
- Ensure a strong relationship between the school day curriculum and the SONYC/COMPASS programs
- Build and maintain strong professional relations with School Principal and/or key school faculty members to ensure the programs are meeting programming milestones
- Plan and implement regular site visits to school and center locations
- Plan and implement regular monthly SONYC/COMPASS Program Director meetings
- Ensure DYCD & COMPASS milestones are being met, in collaboration with each of the Program Director's and DYCD Program Managers
- Managing the COMPASS Theme Teams projects quarterly including completion of program reports
- Ensure that each location is developing and implementing STEM activities to meet DYCD requirements
- Manage other privately funded contracts related to SONYC & COMPASS programs
- Provide training, ongoing support, and supervision of all SONYC & COMPASS programming.

- Collaborate with Youth Services Platform Team, as needed, for support and guidance for program development.
- Participate in Youth Services programmatic committees.
- Develop new initiatives to meet the ongoing needs of the Youth Services Department
- Conduct site visits to support offsite programs.
- Attend committee meetings, programmatic meetings, departmental meetings, agency wide leadership staff meeting and grant related meetings.
- Provide leadership for Platform meeting and Youth Service meeting at the Assistant Directors request
- Additional duties as assigned by the Director of Youth Services.

**Qualifications:**

- Bachelor's Degree in School Counseling, Masters preferred, in Education or related field and demonstrated experience working with a wide range of participants, to motivate urban youth, ages 13 to 24 preferred.
- Three years of successful supervision of staff.
- Successful completion of background and criminal record check, fingerprinting check, and reference check required.
- Strong organizational, verbal, written and budgeting skills.
- Demonstrated computer skills.
- Skilled navigating the multilayers of leadership in DYCD, DOE and DOH
- Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment.
- Demonstrated understanding of the challenges facing youth in an urban setting.
- An innovative and patient professional dedicated to serving youth in an urban setting.
- Bilingual (English/Spanish) a plus.

**To Apply:**

Please send Cover Letter, Resume, Salary Requirements, and References to:

jobs@unionsettlement.org

Please indicate Associate Director of After School Programs in subject of e-mail.

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