



After School Program Director

The South Bronx Overall Economic Development Corporation's (SoBro) mission is to enhance the quality of life in the South Bronx by strengthening businesses and creating innovative economic, housing, educational and career development programs for youth and adults.

SoBro's programs include spurring economic development, building affordable housing, adult education, workforce development, helping at-risk youth to succeed, and producing other positive outcomes for South Bronx residents and employers.

As we approach our 50th anniversary in 2022, SoBro intends to become a 21st century community and economic development organization doing vital work in the communities we serve, incorporating the values of equity, sustainability, strong business practices and advocacy into the foundation of this anchor institution.

Summary

The SoBro Center for Education and Career Development (ECD) offers successful, exciting, cutting-edge programs for youth and adults. The Center's mission is to engage youth, adults, and family groups in career exploration, leadership development, educational and employment opportunities to achieve economic independence. SoBro is seeking skilled and dedicated individuals with strong commitment to enhancing the quality of life in the South Bronx by providing innovative, outcomes based activities.

SoBro is seeking a After School Program Director with experience. Responsibilities will consist of developing and managing activities, determining students' needs and interests, managing the staff, overseeing operations, and building relationships with the community, and additional duties as assigned. An individual in this position will provide services and supports to ensure successful enrollment and completion educational and departmental goals.

Essential Duties and Responsibilities

- Oversee the program design and implementation of an after-school program for school-age children
- Responsible for recruitment and retention of participants
- Responsible for the recruitment, hiring, training and evaluation of all staff
- Ensure staff has the tools and equipment needed to do their jobs, as well as monitoring the environment for health and safety hazards
- Responsible for budget and contract management in accordance with funder requirements, DOE, DOH, and applicable labor laws
- Perform performance evaluations and develop professional development plans for the staff to ensure the program maintains a high level of quality
- Creates and distributes schedule of all activities and ensures appropriate record keeping and reporting of all youth attendance
- Prepares and distributes written materials, including flyers, brochures, newsletters, and posting on the school bulletin board
- Organizes special and culminating events, including showcases that highlight student achievement and culturally enriching field trips
- Responsible for parent engagement, as well as involvement with their children's education
- Primary liaison to the school principal and administration, as well as collaborate with the principal in the final hiring decisions, and more importantly, on program delivery
- Required to develop monthly reports, measure and collect data, and archive data
- Attend the following meetings: SLT, PTA, Safety, Funders, Providers, SoBro, etc.
- Established partnerships with community organizations to enhance the programming
- Assist with fund raising efforts as required
- Perform other duties as assigned

Community Relations

- Identify and assist with the development of community resources/service providers that meet and address the needs of students, families, and the community

Knowledge & Skills

- Excellent verbal and written communication skills
- Ability to plan, organize, lead, and guide complex projects
- Ability to perform effectively as a member of a team with minimal supervision
- Ability to work with youth, families, and community members from strength-based service model
- Ability to be self-motivated and organized when handling a multitude of tasks simultaneously
- High level of organization and excellent time management skill
- Knowledge of performance management database systems
- Proficiency in Microsoft Office and Excel, along with other software applications
- Experience with program evaluations
- Must be dependable, honest, and trustworthy
- Employs culturally competent and culturally responsive practices

COVID-19 On-Site Safety Regulations

- All staff must fully comply with SoBro's COVID-19 Employee Safety Policy adopted by the SoBro Board of Directors in October of 2020

Qualifications

- Bachelor's Degree in relevant field
- Ability to work evenings, weekends, and/or holidays as required
- Bilingual (Spanish and English) a plus

Location: Bronx, NY

Salary: Up to \$50,000 – Commensurate with experience

How to Apply

- Send resume to HumanResources-HRJobs@sobro.org, SoBro, 555 Bergen Avenue, Bronx, N.Y. 10455

NO PHONE CALLS FROM AGENCIES OR RECRUITERS PLEASE!

SoBro provides equal employment opportunity for all applicants for employment without unlawful discrimination as to race, creed, color, national origin, sex, age, disability, marital status, sexual orientation or citizenship status.

Auxiliary aids and services are available upon request to individuals with disabilities

TTY/TDD: 1-800 662-1220 / Voice Relay: 1-800-421-1220