



Job Title	Program Director, Cornerstone
PVN ID	ME-1704-001751
Category	Managerial and Professional
Location	MEDGAR EVERS COLLEGE
Department	School of Professional and Community Dev
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Aug 31, 2017 (Or Until Filled)

General Description

Position Title: **Program Director**

Report To: **Dean, Medgar Evers College, CUNY**

Primary Function: The Program Director is responsible for the effective and successful management of the overall program/center. The Program Director directs the project and ensures that activities are conducted in full compliance with the specifications of the City of New York Department of Youth and Community Development (DYCD) and provides detailed guidance and leadership to the Medgar Evers College Cornerstone center staff. Program Director serves as the liaison between the Medgar Evers College School of Professional and Community Development (SPCD); DYCD; school-age participants and their parents and oversees the day-to-day supervision and operation of the program, located in New York City Housing Authority (NYCHA) community centers.

Major Responsibilities: The Program Director will work with Medgar Evers College SPCD staff to develop educational, recreational, and guidance activities that will be implemented in order to meet the mandates of the program. Maintain data base for DYCD, conduct monthly co-locators meeting, supervise Saturday programs, conduct workshops, and schedule workshop assignment for staff. Hire appropriate and qualified staff for center.

Other Duties

Attend mandated, scheduled DYCD, College meetings, trainings and advisory board meetings. Promote the program by attending PTA meetings, open houses, and functions in and out the community. Assist with all report writing for funding sources and the college.

Qualifications

The Program Director must have at least a bachelor's degree in Early Childhood education or a related field, and/or a minimum five years experience working with children and experience working in a supervisory position. A master's degree in education or related field is preferred and excellent interpersonal and communication skills. Program Director must have excellent computer skills and have the ability to conduct workshops, to write curricula, to and to schedule activities. Program Director must have the ability to accept guidance and supervision from command structure and must be able to work in the evenings and on Saturdays. Program Director must also be knowledgeable of the Cornerstone community.