
Job Title	Assistant Director, Beacon Center
PVN ID	ME-1802-002357
Category	Managerial and Professional
Location	MEDGAR EVERS COLLEGE
Department	SPCD
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Apr 13, 2018 (Or Until Filled)

General Description

The Assistant Director/site resource coordinator serves as the liaison among the Medgar Evers College School of Professional and Community Development, New York City Department of Youth and Community Development, school-age participants, and their parents. The Assistant Director assists with the day-to-day supervision and operation of the afterschool program and assists with the articulation of the educational programs of the day school and the Beacon with the educational program afterschool and evening programs.

Other Duties

The assistant director/site coordinator will work with the director in developing the 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. Attend monthly DYCD, College meetings, and advisory board meetings. Promote the program by attending school and/or community meetings, open houses, and functions in and out the community. Assist with all report writing for funding sources and the college.

Qualifications

The assistant director/site coordinator must have at least an associate degree in Early Childhood education, and/or a minimum three years' experience working with children and at least one year of supervisory experience. A master's degree in education or related field is preferred. Must possess excellent interpersonal and communication skills. Must have excellent computer skills. Must have the ability to conduct workshops, to write curricula, to teach in a classroom setting, and to schedule activities. Candidate must have the ability to accept guidance and supervision from a command structure. Candidate must be able to work in the evenings

and on Saturdays. Candidate must also be knowledgeable of the local Beacon community.