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| Job Title | Assistant Director |
| PVN ID | ME-2504-006784 |
| Category | Managerial and Professional |
| Location | MEDGAR EVERS COLLEGE |
| Department | School of Professional and Community Dev |
| Status | Full Time |
| Annual Salary | \$55,000.00 - \$80,000.00 |
| Hour(s) a Week | 35 |
| Closing Date | Jun 03, 2025 (Or Until Filled) |

General Description

The Assistant Director 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 program, and assists with the articulation of the educational programs of the day school with the educational program after school.

Other Duties

- The Assistant Director 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 PTA meetings, open houses, and functions in and out the community
- Assist with all report writing for funding sources and the college
- Other duties as assigned

Qualifications

- The Assistant Director must have at least an associate degree in Early Childhood education and/or a minimum three years of experience working with children and experience working in a supervisory

position

- 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 command structure
- Candidate must be able to work in the evenings and on Saturdays
- Candidate must also be knowledgeable of the Beacon community