



## **KIPS BAY BOYS & GIRLS CLUB**

### **Program Director Job Description**

**LOCATION:** 1835 University Ave, Bronx, NY, 10453

**SUPERVISOR:** Director of Operations

#### **Frederic R. & Margaret Coudert Clubhouse Program Director**

The Program Director will provide leadership, support, and direction for all athletic, educational and performing arts related programs at the Frederic R. & Margaret Coudert Clubhouse. S/he is responsible for developing and strengthening the delivery of high-quality curriculum-based activities that are aligned with: (1) the current New York State Learning Standards; (2) Kips Bay Boys & Girls Club's program model; and (3) best practices in the fields of out of school time and youth development. This individual should be a motivational leader, who will develop strategies to ensure that our site-based staff are equipped to provide engaging and innovative learning opportunities in our adjunct, afterschool, and summer programs. S/he will also be responsible for coaching and supporting groups leaders, specialists, and other site-based staff in the areas of student assessment, data analysis, curriculum planning and implementation, and program evaluation. The Program Director will report directly to the Deputy Director of Operations.

#### **RESPONSIBILITIES:**

##### **Program Planning and Delivery**

- Identify research-based curricula and assessments in support of curriculum planning and implementation
- Identify Boys & Girls Clubs of America curricula and support the implementation and outcomes tracking of these initiatives
- Oversee the development and facilitation of standard curriculum planning, assessment and implementation processes and procedures for programs

##### **Delivery and Support of Professional Development**

- Plan and conduct trainings to support the skills and program implementation strategies of staff
- Conduct regular meetings with the Aquatics, Athletics, Performing Arts, Social Recreation and Teen Directors
- Establish and manage communities of practice to help facilitators, academic specialists and education coordinators plan curriculum, analyze student data, track student progress, and share best practices based on their roles
- Plan, conduct and debrief program observations in collaboration with site-based staff
- Advance the integration of differentiated instruction into programming through strategies like: project-based learning and the use of technology.
- Seek out opportunities to remain current in knowledge of relevant educational research, trends in the fields of education and youth development and curricula

### **Operations and Supervision**

- Oversee the budget and expenditures for the Coudert Clubhouse
- Provide oversight to the work schedule and ADP entry of full and part time staff members
- Manage documentation requests from partner organizations, funders and Boys & Girls Clubs of America
- Manage the Department of Health (DOH) and School Age Child Care (SACC) licenses and permits
- Support the Kips Bay Boys & Girls Club Development Office in writing of grants that support Coudert programs
- Manage all aspects of the facility with facility manager including but limited to, ie: overall cleanliness of the building, maintaining of the cooling tower, elevator operations including inspections.

### **Partnership Identification and Management**

- Ensure academic programs are compliant with Department of Education (DOE), Boys and Girls Club, agency and funder policies, rules, and timelines
- Coordinate and maintain relationships with various partner agencies, such as the Boys and Girls Club of America and the Partnership for After School Education (PASE.)

### **Competencies:**

- Ability to provide on-going professional development in child and adolescent development, planning, group facilitation, and outcomes tracking
- Disciplines young people with dignity
- Ability to lead and support staff in the planning of sessions
- Ability to ensure space, materials and other resources are in place to facilitate these groups
- Ability to identify additional resources to support young people and staff as issues may arise
- Seeks and accepts feedback for continuous improvement
- Experience with program development, evaluation, outcomes assessment, and facilitating professional development experiences for a range of educational professionals
- Passion for Kips Bay Boys & Girls Club's mission and youth development
- Exhibits strong leadership and team building skills
- Excellent presentation and communication (oral and written) skills
- Strong interpersonal skills with proven ability to interact with a diverse range of individuals

### **Qualifications:**

- Minimum of 5-10 years progressive professional experience in the facilitation, management, and administration of youth development programs
- Knowledge of recent developments and current literature in the field of youth development
- Proficiency in Microsoft Excel, Outlook, and Word, as well as the latest in educational software and programming
- Bachelor Degree required Master's Degree preferred
- Fluent Spanish Speaker preferred
- Salary commensurate with experience.

### **How to apply:**

Eligible candidates should submit their resume and cover letter to [employment@kipsbay.org](mailto:employment@kipsbay.org)  
Please put Program Director, posting in the subject line.