



115-25 Metropolitan Avenue, Suite 1
Richmond Hill, N.Y. 11418
Web: PlayStudyWin.org
Email: Info@PlayStudyWin.org

Play Study Win Inc.

AFTER SCHOOL PROGRAM DIRECTOR

Job Title: Program Director	Schedule: 10:00am-6:00pm
Job Type: Full-Time	Salary: Negotiable
FLSA Status: Non-exempt	
Reports to: Program Supervisor	Site: Various

POSITION SUMMARY:

The person selected for this position will be under direct supervision of the Program Supervisor, and will be responsible for providing an appropriate safe, caring, and enriching environment for children enrolled in the Play Study Win after school program.

Program Directors are responsible for conducting themselves in an appropriate manner, setting the example for children, parents, and co-workers by reflecting the program core values of caring, honesty, respect, and responsibility.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

- Provide oversight and supervision to all aspects of the COMPASS Program.
- Recruit, hire, train, supervise, and evaluate all program staff.
- Employ strategies to facilitate a collaborative environment.
- Manage and maintain program budgets ensuring compliance with funder and agency requirements.
- Ensure the program complies with all aspects of DoHMH SACC regulations.
- Plan, organize, and implement community building events for families.
- Track students to ensure program engagement and attainment of program outcomes.
- Respond to funder requests on a timely basis.
- Plan, manage, and host site visits.
- Attend COMPASS Program Director meetings hosted by the Department of Youth and Community Development (DYCD).
- Develop plans for strategically implementing program objectives.
- Manage program administrative requirements such as workscope development and reporting schedule to satisfy funder and agency requests.
- Work collaboratively with all program partners, subcontractors, schools, site-based administrative team.
- Work with agency staff to respond to program related requests for proposals.
- Ensure effective linkages with all subcontractors, co-locators, and partners.
- Plan and staff school year and summer programming.
- Attend relevant community meetings, agency administrative meetings, and participate in committees as needed.
- Provide leadership to the COMPASS Advisory Board and Youth Council.

- Work closely with school administrators including principals, and parent coordinators.
- Other tasks as assigned by the Program Supervisor.

JOB QUALIFICATIONS:

- Bachelor's Degree in Education, Social Work, Counseling, or related field (Master's Degree preferred).
- Speakers of other languages are encouraged to apply.
- Minimum of three years' experience leading and managing youth programs.
- Experience in administering an after school program or similar youth development program.
- Strong interpersonal skills, problem-solving ability, and crisis intervention skills.
- Ability to communicate effectively in writing and presentation formats.
- Ability to work independently and to work collaboratively.
- Computer literate with knowledge of Microsoft Office programs (Word, Outlook, Excel, etc.)
- Must be fingerprinted, pass a background check, and have a physical exam.

For more information please contact the following staff member at [Play Study Win](#):

Name: Ujin Segredo

Contact: finance.hr.psw@gmail.com