



990 Pelham Parkway South ~ Bronx, NY 10461

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🌐 [www.bronxhouse.org](http://www.bronxhouse.org)

## **JOB DESCRIPTION**

**Job Title:** Program Director of Children, Youth & Family Services  
**Department:** Children and Family Services  
**Reports To:** Managing Director of Afterschool Programs and the Chief Program Officer  
**FLSA Status:** Non-Exempt  
**Contact:** Email cover letter and resume to [leon@bronxhouse.org](mailto:leon@bronxhouse.org)

## **SUMMARY**

Bronx House, Inc. is looking for a strong candidate who is enthusiastic, creative and has the ability to successfully lead an After School Program that serves 150 children during the school year, programming for tweens and teen, youth sports and summer camp. The Program Director will be responsible for supervising a FT After School Program Coordinator, overseeing personnel management, program development, and health and safety management in accordance with NYS Health Department and Bronx House policies.

## **Essential Duties and Responsibilities**

- Provide successful management of the afterschool, tween-teen, and children's sports and enrichment programs in the follow aspects:
  - Supervising the After School Program Coordinator who will assist with all aspects of the ASP.
  - Hiring, training, supervising and evaluating all staff.
  - Maintaining and update afterschool staff and participant files.
  - Ensuring program schedule of activities and special events is effectively implemented.
  - Evaluating all programs and restructure and make improvements as needed.
  - Maintain regular positive communication with Bronx House personnel and parents.
  - Ensuring safety policies and procedures are in place for staff and participants.
  - Ensuring compliance with Department of Health requirements.
  - Attending trainings and workshops mandated by Department of Health and Bronx House.
  - Managing program budgets and completing all necessary reports and paperwork.
  - Working with marketing consultant to develop flyers to program marketing and events.
  - Overseeing tween and teen programming 3 days a week.
  - Overseeing children's sports and enrichment programs 1 day a week.
  - Serve as a Day Camp supervisor during the summer.
  - Assist with Day Camp planning and camper unit management.
  - Perform other duties as assigned.

## **REQUIREMENTS:**

- At least 3-4 years of experience working with school-age afterschool, tween-teen and camp programs.
- At least 2 years of supervisory experience.
- Positive leadership skills and role model to staff and participants.
- Ability to motivate others to get results.
- Strong work ethic, professionalism and good judgement.
- Very organized, self-motivated, and able to meet deadlines.
- Strong communication skills, both verbal and written.
- Effectively use Microsoft Office and adaptability to learn new software programs.
- Successfully complete DOH background clearance.
- Bi-Lingual is a plus.

## **EDUCATION/EXPERIENCE:**

- Bachelor's degree in education, child development, recreation or a related field required.

**STATUS:** Full-time, non-exempt

**SALARY:** \$55,000 per year