



990 Pelham Parkway South ~ Bronx, NY 10461
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www.bronxhouse.org

SONYC ASSISTANT DIRECTOR
JOB DESCRIPTION

Job Title: SONYC Assistant Director
Department: After School
Reports To: SONYC Site Director
Status: Part Time
Contact: Email resume to marie@bronxhouse.org

SUMMARY

The SONYC Assistant Program Director will assist in managing a school-based after-school program, overseeing daily operations, administrative tasks, and multitasking efficiently. Responsibilities may extend to planning, stakeholder development, and human resources. The role requires the ability to supervise the program in the Director's absence, with essential skills in program coordination, planning, and leadership. A collaborative working style and positive attitude are vital for success in this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Contribute to the day-to-day operations by liaising with the school's administration, teachers, secretaries, and custodial staff.
- Work closely with the Program Director to coordinate schedules, maintain accurate attendance records, collect lesson plans, ensure snack and space reservations, plan trips, submit supply requests, and address program needs.
- Establish and maintain relationships with the school principal and administrative team to seamlessly integrate Bronx House staff and extended hours into the school culture.
- Develop positive connections with all stakeholders, including participants, parents, school staff, administration, funders, the community, and Bronx House.
- Adhere to all DOH and DYCD regulations, ensuring compliance with contractual obligations related to enrollment and participation rates.
- Keep attendance data accurate and up-to-date, meeting deadlines for database entry. Assist in managing, training, and coaching program staff and volunteers.
- Conduct regular classroom observations, providing consistent reports to the Program Director and addressing concerns promptly.
- Enter time and attendance records for all staff, assist in maintaining current staff and student files, incident and accident reports, and other required documentation and student data.
- Collaborate with instructors to develop a robust curriculum, activities, and program content that align with initiative goals and outcomes.
- Cultivate a strong sense of community built on values of respect, acceptance, and high expectations.
- Additionally, fulfill other duties and tasks as deemed necessary by Bronx House.
- Must complete 15 hours of annual professional development opportunities and be available for organization events outside regular business hours.
- Availability to work Monday through Friday from 1 pm to 6 pm is required.

REQUIREMENTS

- Strong leadership, conflict-resolution and diplomacy skills;

- Excellent organizational skills, attention to detail, ability to prioritize, meet deadlines and multitask in a fast-paced environment;
- Capacity to work independently and collaboratively;
- Strong verbal and written communication skills;
- Computer proficiency including Microsoft Word and Excel, email correspondence, and database management is required;

EDUCATION/EXPERIENCE

- A high school diploma or equivalency and at least 30-60 college credits required;
- A minimum of 2 - 3 years of experience working with children in an after school and/or educational setting is required;
- Knowledge of DYCD Connect is REQUIRED

STATUS: Part-time, summer hours July & Aug are Mon-Thurs: 11am-5pm, Fri 8am-6pm, school year Mon-Fri 12pm-5pm

SALARY: \$ 25 per hour