



990 Pelham Parkway South ~ Bronx, NY 10461

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

## **JOB DESCRIPTION**

**Position:** SONYC Middle School Program Director  
**Department:** Afterschool  
**Reports to:** Senior Managing Director, Afterschool Programs  
**Hours:** Monday – Friday, 9am – 6:00pm  
**FLSA:** Full-Time - Exempt

### **Position Summary:**

The Program Director at the Middle School 135 Campus, one of 3 SONYC programs, and is responsible for the day-to-day operation of the program, which is funded by the Department of Youth & Community Development (DYCD). Responsibilities include, but are not limited to the hiring, training, evaluation, supervision, and management of daily operations of a diverse staff ranging from seasoned activity specialists to college students. Additionally, the Program Director is responsible for program development, managing relations with schools and program partners, managing the program's budget, and meeting all contractual DYCD obligations. The Program Director will be responsible for marketing the program to target communities and schools, representing the program at off-site meetings and conferences

### **Responsibilities:**

- Implement a program with a focus on Social and Emotional Learning (SEL) support activities, and tied to project based learning.
- Ensure DYCD online database is updated weekly including attendance, work scope, program schedule, and staffing.
- Ensure Challenge Based Learning, Clubs, and Health and Wellness workshops, which allow the students to learn in smaller groups.
- Develop preventative activities and workshops to address, at minimum, the following issues: gang involvement, teenage pregnancy, obesity, risky sexual behavior, and substance abuse.
- Create and maintain a welcoming, productive, and encouraging environment for participants, their families, and members of the community.
- Ensure a strong relationship between the school day curriculum and the SONYC program; conduct regular meetings with the principal and/or key school staff, and attend school and curriculum development training.
- Assist in the development, implementation, and management of the Middle School Summer programming.
- Articulate the program's vision, mission, and goals to the Pelham Parkway/Allerton CBOs, school staff, administrators, students, families, and community leaders to generate support.
- Collaborate with families to solve problems.
- Lead monthly supervisory meetings with key staff to discuss performance, strengths and challenges.
- Host quarterly parent meetings.
- Ensure program milestones are met.
- Produce program reports as needed.
- Participate in Youth Services programmatic committees.
- Attend committee meetings, programmatic meetings, departmental meetings, and agency- wide staff meetings.
- Additional duties as assigned by the Managing Director, Afterschool Programs.

### **Qualifications:**

- Master's Degree in Social Work or related field strongly preferred; at minimum, Bachelor's Degree in Social Work or related field.

- Minimum, 3-5 years experience in youth development programs providing educational enrichment activities, with demonstrated success providing services to middle school age youth in a direct service or supervisory role.
- Knowledge of performance-based contracts.
- Familiarity with the DYCD funded SONYC programs and systems.
- Demonstrated experience in practicing youth development principles and working with urban youth ages 11 to 15.
- Demonstrated understanding of the challenges facing youth in an urban setting.
- Ability and commitment to create a positive environment built on supportive relationships among staff and students.
- Capacity to empower staff to serve as role models for students and create high expectations for student behavior, school and program attendance, work habits, and attitudes toward learning
- Strong verbal, written and computer skills.
- Strong, demonstrated computer skills.
- Demonstrated ability to perform multiple tasks effectively in a fast paced, challenging, and constantly changing environment.
- Bilingual (English/Spanish) preferred, but not required.

**Salary:** \$60,000-\$65,000 commensurate with experience,

All employees must provide proof of full COVID-19 vaccination.