



Job Opportunity

After School Program Coordinator

Job Overview: (Bilingual Mandarin Speaking)

- **Division/Department:** Education & Employment/Youth Services
- **Hours:** 35 hours per week, Regular, Full Time
- **Work Schedule:** Monday - Friday 10:00 am 6:00 pm
- **Location:** Fully onsite in the Lower East Side
- **Pay Type:** Salary; \$50,000-60,000
- **Exemption Status:** Non-Exempt

Organizational Overview:

Henry Street Settlement opens doors of opportunity to enrich lives and expand human progress for Lower East Side residents and other New Yorkers through social services, arts, and health care programs. Building on its 125+year legacy of innovation and effective programming, Henry Street offers more than 50 programs and is one of New York City's largest social service agencies.

Program Overview:

Education and Employment Services is an 8.2 million dollar division serving about 8,000 people each year through a continuum of services from Early Childhood Education through Adult Workforce programs designed to assist individuals in obtaining the skills necessary for lifetime self-sufficiency. Education Services include an Early Learn Program, After-School Programs (6 sites), 4 Day Camps, Youth Recreation, High School Initiatives including 2 Community Schools, and our Expanded Horizons College Success Program. Programming takes place within 3 community center sites and multiple school-based programs. Employment Services include walk-in employment services, employment services for a public housing population, ESL job readiness training, and employment services for youth including SYEP and Young Adult Internship and Adult Literacy Programs.

Job Summary:

The Program Coordinator will report to the Assistant Director of Afterschool and Camp (School-based programs), they will be responsible for day to day management of the P.S. 184 after-school program. Ensuring seamless team management and development, program delivery, and quality control and evaluation. In addition, the Program Coordinator will manage a growing staff of Activity Specialist and support staff. The work schedule will include 13 holiday camp days where the program will run from 8 am - 6 pm. They will be the key external face of the P.S. 184 after-school program.

Qualifications:

This is an extraordinary opportunity for a bilingual mandarin-speaking individual with extensive youth development experience to grow and further develop a school-based program. The successful candidate will lead programs, partner with the Assistant Director of After-school and Camp Services, and work collaboratively with a high-performance management team.

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Specific requirements include:

- Bilingual mandarin speaking required
- Personal qualities of integrity, credibility, and a commitment to and passion for Henry Street Settlement's mission
- Bachelor's Degree in Education or a related field required, Master's Degree preferred
- Minimum of five years' supervisory experience working in the after-school, evening, or camp program settings
- Extensive knowledge of grade/age-appropriate skill development strategies for students
- Experience working with youth from diverse backgrounds
- Demonstrated success developing and evaluating programs
- Proficient in using DYCD Connect as a management reporting tool
- Experience working with youth staff to develop and implement quality programming
- Strength in hiring, recruiting, managing, developing, coaching, and retaining individuals and teams, empowering them to elevate their levels of responsibility, a span of control, and performance.
- Excellent verbal and written communication skills with exceptional attention to detail
- Advanced experience working with families to facilitate overall participant success
- Ability to work with students from a variety of academic backgrounds and skill levels
- Strong organizational, multitasking, and follow-through skills.
- Must be self-motivated
- Flexible and positive team-oriented attitude
- Must be able to work on select school holidays

Responsibilities:

Leadership:

- Cultivate existing relationships with partners aimed at ensuring continued resources and access to services
- Develop and implement strategies that will maximize the synergy across program areas
- Work with staff to develop creative and engaging activities to ensure consistent and high-quality programming

Team Management and Development:

- Evaluate the skill, experience, and professional development needs of all staff
- Implement a professional development program to address employee experience and skill gaps
- Instill a sense of accountability among team members by modeling tight oversight of individual and organization performance standards
- Interview, hire and oversee training and orientation of all staff members.

Program Operational Management:



- Implement feedback mechanisms from staff, parents, students, and school partners regarding community needs
- Coordinate an After-School program that promotes excellence, fun, and education for K-5TH graders.
- Supervise Department of Education instructional and administrative staff to work towards collaborative implementation of after-school programming
- Assist with orders and purchases of materials and supplies to support and enrich program activities/initiatives
- Maintain records of all participants and activities, including attendance sheets and progress within the activity

Essential Physical Job Functions:

- Ability to lift up to 10 lbs
- Ability to stand, stoop, or sit for long periods of time, as needed

I have read the above job description, and I understand my responsibilities as outlined above. I also understand the Settlement reserves the right to revise my responsibilities depending upon the needs of the agency.

Employee Name: _____

Date: _____

Employee Signature: _____