



JOB OPENING AFTERSCHOOL SITE DIRECTOR

Immigrant Social Services, Inc. (ISS) is seeking a motivated, enthusiastic, creative, and reliable individual with a strong commitment to positive youth development for the position of **Afterschool Site Director** to oversee and manage ISS afterschool programs that operate at a public school site.

Designed to cultivate curiosity, creativity, and compassion within a framework responsive to the needs of our immigrant students and families, ISS afterschool programs are committed to delivering rigorous and varied content that integrates the areas of language arts & literacy, STEM, social studies, the arts, and health & fitness via a youth-centered, interest-driven, enriched learning environment that allow students to gain mastery by pursuing their interests while connecting out-of-school learning with in-school achievement. In addition to academic support, we also prioritize social-emotional well-being, character development, and life skills.

Our afterschool programs for Pre-K to 8th grade currently run Monday through Friday, 2:30pm-5:45pm at PS 2; PS 42; PS 126; PS 130 when NYC public schools are in session.

Responsibilities:

- Responsible for successful daily operations and implementation of quality learning programs and experiences that align with ISS core values and meet the goals of ISS afterschool programs.
- Ensure the execution of a cohesive afterschool programming curriculum and structure that align with school day learning and are sensitive to the needs of the enrolled students. Maintain accurate records, track progress and outcomes, and support formal and informal program evaluation.
- Supervise, evaluate, and train all site-based staff, including assessing their needs for professional development and guidance.
- Hold site-based staff accountable to their specific position's expectations and work one-on-one with or arrange training for staff members who need additional professional support and guidance.
- Develop a budget and resource plan and manage site expenses, ensuring quality program implementation within budgetary limits.
- Develop and maintain a strong collaborative relationship with school leadership, administrators, staff, and parents/caregivers, and community partners/stakeholders to nurture and promote student learning and well-being.
- Ensure compliance to rules and regulations and develop procedures and processes where necessary, including obtaining the necessary permits; revising safety plans, rules, and regulations on a yearly basis.
- Develop and implement recruitment strategies to increase and maintain site registration.
- Determine ongoing needs/interests of students, parents/caregivers and school.

- Actively participate as a member of the ISS youth services leadership team to ensure overall coordination and collaboration of educational, enrichment and special activities throughout the organization.

Desired Qualifications and Skills:

- B.A./B.S. Degree in education or related fields. Master's Degree, a plus.
- Minimum of two years of experience with education, out-of-school time programs, community-based programs, and/or informal learning environments.
- Excellent verbal and written communication and interpersonal skills.
- Strong team development, organizational, management skills.
- Demonstrated ability to manage and motivate direct service staff and provide appropriate support and guidance to ensure that program staff is accountable for delivering quality program.
- Self-starter with the ability to think and act independently and problem solve, manage multiple priorities effectively, and adapt quickly.
- Knowledge of NYS Common Core Learning Standards, child/youth development.
- Knowledge of and sensitivity to issues prevalent in underserved immigrant communities, and diverse learning styles.
- Ability to meet School Age Child Care requirements.
- Bilingual English/Chinese (Mandarin, Cantonese, Fujianese) preferred.

Part-time, up to 28 hrs/wk; Monday through Friday.

To apply, please send cover letter and resume to Beatrice Chen at bchen@issnyc.org. Please include in the subject line of your email "Afterschool Programs Site Director".

About Immigrant Social Services, Inc. (ISS)

Founded in 1972, Immigrant Social Services, Inc (ISS) is a non-profit organization dedicated to improving the conditions and promoting the welfare of immigrants and other persons seeking our services in Lower East Side/Chinatown in New York City. Immigrant Social Services, Inc. is an equal opportunity employer.