



## Job Description Afterschool Programs Site Director

The Afterschool Programs Site Director is responsible for the overall development, implementation, and day-to-day management at our school site-based afterschool programs for Pre-K to 5th grade students.

Immigrant Social Services (ISS) is a community-based non-profit organization serving Manhattan's Chinatown/Lower East Side community. During the school year, we operate fee-based afterschool programs across a network of five public schools in the neighborhood.

ISS recognizes that the out-of-school time space presents an opportunity for us to reimagine learning and achievement that address the realities of an immigrant population often left out of the mainstream narrative. We are guided by our quest of leveraging this space to inspire young minds and hearts and strive to create and support a culture that enables them to thrive.

Designed to cultivate curiosity, creativity, and compassion within a framework responsive to the needs of our student population, ISS afterschool programs are committed to delivering rigorous and varied content that integrates the areas of literacy, STEM, social studies, arts and culture, and health & fitness via a child-centered environment that enhances the joy of learning.

### Responsibilities:

- Oversee and manage daily onsite program operations and implementation of quality learning experiences.
- Ensure the execution of a cohesive and holistic afterschool programming curriculum and structure that align with the organization's goals and responsive to the needs of the students.
- Recruit, hire, train, coach, supervise, and evaluate site-based staff.
- Develop and implement program outreach and recruitment strategies to maximize student enrollment.
- Provide a high level of customer service by responding to inquiries about our program, resolving any concerns, assisting with registration process to ensure a positive experience for parents/guardians and students.
- Develop and maintain a strong collaborative relationship with school leadership, administrators, staff, parents/caregivers, and community partners/stakeholders.
- Monitor program budget, track expenses, and assist with contracts, grants, and reports to funders.
- Ensure compliance with NYS OCFS SACC, DOHMH, DOE, and other regulatory agencies, monitor site for quality and risk management standards, and develop and maintain systems, procedures, and processes to ensure compliance, operations, and safety.

- Maintain accurate records, track progress and outcomes, and implement formal and informal program evaluation.
- Determine ongoing needs/interests of students, parents/guardians, and schools, and program impact, including administer feedback surveys and program assessments.
- Other duties as assigned based on organizational needs.

**Desired Qualifications and Skills:**

- B.A./B.S. Degree in education or related fields. Master's Degree, a plus.
- Minimum of five years relevant experience with elementary age children in an educational setting.
- At least two years of demonstrated track record with out-of-school time program management and operations.
- Excellent verbal and written communication and interpersonal skills.
- Demonstrated ability to manage and motivate direct service staff and provide appropriate support and guidance through observation, feedback, coaching, and training to ensure that program staff is accountable for delivering quality program.
- A self-starter with the ability to prioritize and perform multiple tasks effectively in a fast-paced and constantly changing environment with strong organizational, problem solving, conflict resolution, and crisis management skills.
- A commitment to a whole child approach to education and positive youth development.
- Knowledge of and sensitivity to issues prevalent in underserved immigrant communities and children of immigrants, especially of Asian/Chinese descent.
- Knowledge of DOE/public school system; out-of-school time programs and networks; non-profit organizations; curriculum design and implementation; program evaluation and assessment; Asian American studies; community development.
- Bilingual English/Chinese (Mandarin, Cantonese, Fujianese) preferred.

Part-time; Must be available during program operations hours of Monday through Friday, 2:00pm-6:00pm when NYC public schools are in session.

TO APPLY: Please email a cover letter and resume to [hr@issnyc.org](mailto:hr@issnyc.org) with the subject line: "Afterschool Programs Site Director".