



PART-TIME AFTER SCHOOL PROGRAM DIRECTOR POSITION

Job Summary:

The After School Program Director will provide overall management of the SONYC middle school program in Laurelton, Queens.

The program provides middle school students from various nearby schools with snacks, homework help, STEAM base activities (Science, Technology, Engineering, Arts, Math) focused on social justice.

The After School Program Director must be flexible, creative, organized and passionate about the mission of social justice and community development.

DIVAS (Digital Interactive Visual Arts Sciences) for Social Justice aims to bridge the digital divide by combining media literacy and cultural awareness along with a vast understanding of technology to encourage young women in underserved communities to pursue careers in computer science and new media by:

- Using technology as a tool to teach social awareness of Pan African, Asian and Latino studies.
- Building leadership skills and community development amongst young women.
- Engaging interest in computer science through creative methods.
- Breaking down economic and gender barriers to bridge the digital divide.
- Teaching media literacy to challenge stereotypes.
- Equipping and Exposing youth to software such as Adobe Photoshop, Dreamweaver and Final Cut Pro to create one's own vision that reflects cultural diversity.
- Exposing youth to careers in computer science and new media through field trips, guest speakers, and special workshops.
- Building a bridge of solidarity amongst members to work on technology projects as a team to enhance their communities.



KEY RESPONSIBILITIES AND ACCOUNTABILITIES:

- Ensure that program achieve desired outcomes set by Department of Youth and Community Development (DYCD)
- Ensure a safe and secure environment at program site
- Monitor physical safety: understands SACC licensing, safety and reporting requirements;
- Participate in activities related to the program and coach front line staff to be more effective in youth development
- Oversee student recruitment, enrollment and attendance tracking
- Create promotional materials (schedules, fliers, etc.)
- Communicate with and engage parents, school personnel, and partner community-based organizations.
- Facilitate trainings and meetings with part-time staff as well as determine priorities and schedules for the program.
- Communicate and build positive relationships with staff, students, parents and other community organizations.
- Ensure that the program meets and adheres to Department of Health (DOH) regulations and DYCD requirements.
- Ability to recognize program needs and create procedures to address needs.
- Build and sustain collaborative relationships with internal and external stakeholders.
- Data entry of student attendance in DYCD online system

QUALIFICATIONS:

- Bachelor's degree in Social Work, Education, Non-Profit Management or related field required
- Experience in youth programs and a strong commitment and understanding of issues pertaining to youth ages 10-14
- Knowledge of DYCD and DOH regulations (preferred not required)
- Demonstrated ability to work collaboratively and manage multiple priorities and projects effectively
- Ability to handle stressful situations in a professional, courteous and friendly manner



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- Excellent interpersonal, organizational, verbal and written communication skills
- Capable of working independently or as a part of a team
- Effective problem solving and conflict resolution skills
- Ability to maintain confidentiality of records and information
- Knowledge of MS Office Suite and other programs used to create documents/projects
- Must be fully vaccinated against COVID-19
- Must be able to work after school program hours which are 12:30-6:30pm - Monday through Friday, 30 hours per week

Compensation: \$30 per hour

To learn more about our organization, please visit: [DIVAS for Social Justice](https://divasforsocialjustice.org)
Please email resume and cover letter to: jobs@divasforsocialjustice.org

DIVAS is an equal opportunity employer. The Center does not discriminate on the basis of race, color, religion, gender identity, gender expression, pregnancy, national origin, age, military service eligibility, veteran status, sexual orientation, marital status, disability, or any other category protected by law. We strongly encourage and seek applications from women, people of color, members of the lesbian, gay, bisexual, and transgender communities as well as individuals with prior contact with the criminal justice system.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete an employment eligibility verification document form upon hire. Only applicants under consideration will be contacted. No phone calls please.