

Job description

Booster Club After-school Director

Apr 17, 2018

IDENTIFICATION:

Job Title: Director of Booster Club After-school Program

1st Level of Accountability: Executive Director of New Life CDC

JOB SUMMARY:

Execute mission and vision of Booster Club After-school program.

Employment is 20-25 hours per week.

QUALIFICATIONS:

- Committed to the vision and values of New Life CDC and the 5Ms of New Life Fellowship.
- Experienced in leading within a multi-racial, urban context w/ varied socio-economic demographics
- Experienced in leading within an immigrant context. Bilingual a plus.
- Demonstrates a passion for academic achievement for the underserved
- Strong written and oral skills
- Experienced in recruiting, training, leading volunteer leaders
- Five to seven years experience in educational/ after-school programming
- Enjoys cultivating parental participation in children's education
- Experience in strengthening financial sustainability for a \$65,000 program

RESPONSIBILITIES

1. Grow student enrollment from 18 to 25 students while maintaining quality programming
2. Lead marketing effort at local schools including PS102 and PS7
3. Set up monthly curriculum for whole school year
4. Oversee inventory/procurement of supplies and materials required for program
5. Recruit, train, manage staff of paid staff and volunteers to ensure quality programming
6. Organize student information: applications, report cards, etc.
7. Lead day-to-day/ weekly operations: pick up at schools, set-up and break down of space, circle time, homework help, instructional time, dismissal
8. Ensure proper processing of payments and management of program budget
9. Keep parents informed of relevant program information
10. Assist Executive Director in fundraising efforts
11. May be required to attend New Life CDC program head meetings and NLF staff meetings

For inquiries, email cover letter and resume to info@newlifecdc.nyc

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