

Youth & Family Services Afterschool Program Director Job Description

Opus Dance Theatre and Community Services Inc.'s mission is to integrate social values and celebrate cultural diversity through the artistic expression of the performing arts by providing dance performances, professional development, education, and community programs for all people. ODT's company of directors, teachers, choreographers, musicians, and technicians embodies an active, dynamic energy and purpose, committed to spirit, tradition, and innovation in all our programming. By including all cultures and providing a safe space for the LGBTQ+ community, it is through this combination of elements that the ODT is still a pivotal force in preserving its rich ethnic tradition.

Opus Dance Theatre and Community Services Inc. is the umbrella organization that supports the Opus Dance Theatre Company, Arts in Education "**ARISE**" (**A Revolution in Student Education**), **D.Y.C.D.**, Beacon, and 21st CCLC programming.

Position Summary:

The Opus Dance Theatre and Community Services, Inc. program seeks a school-based Afterschool Program Director. Responsible for the day-to-day management of an afterschool program that provides comprehensive supervision and staff development to young adults serving 200 school-age children (**grades K-12**) in Beacon & 21st CCLC programs located in Brooklyn and Queens, NY. The program offers a comprehensive menu of services, including thematic activities, project-based learning, and S.T.E.A.M. initiatives that integrate educational enrichment, visual and performing arts, clubs, and sports. The Afterschool Program Director reports directly to the Executive Director.

Responsibilities:

- Oversee daily program operations and administrative tasks, including but not limited to keeping attendance records, ordering supplies, preparing timesheets, and monitoring the condition of physical spaces used by the afterschool program.
- Maintain employee and participant files in accordance with licensing agency standards.
- Adhere to N.Y. School Age Childcare Standards as specified by the N.Y.S. Department of Health, Office of Child and Family Services, which includes completing mandated training hours.
- Create a fun and thought-provoking program environment developed around a strength-based learning approach grounded in youth development principles.
- Maintain and develop positive relationships with families, participants, staff, schools, other organizations, and volunteers.
- Develop evaluation tools and collaborate with Senior Management staff to monitor program outcomes.
- Directly supervise training, coaching, and supporting young adult staff to develop employability and life skills.
- Collaborate with a D.O.E. Teacher to develop training and coaching strategies for line staff.
- Meet with Specialists to discuss program goals and provide feedback on curriculum content.
- Two staff performance evaluations.
- Be a catalyst for inspiring young adult staff to develop and deliver lesson plans independently.
- Document program activities, working structures, and resources to develop and maintain the program binder.

- Be proactive in developing, enhancing, and moving forward program goals and improvements.
- Foster a physically and emotionally safe environment for program staff and families that adheres to the agency's non-teasing and bullying policy.
- Report and document all noteworthy incidents to the Director of School-Age Programs.
- Plan extraordinary events independently and collaborate with other staff for parents, participants, and community members.
- Get approval for and track program expenditures.
- Attend and make positive contributions to department meetings and in-house staff development.
- Guide programmatic decisions by adhering to department values and vision.

Candidate: Should have minimally:

- A Bachelor's Degree, preferably in education, social service, or youth development.
- Three years of supervisory skills in a community-based service organization
- Professional skills, both verbal and written (bilingual is a plus)
- Ability to interact with staff, volunteers, school administration, students, and community officials.
- Demonstrated skills and competencies in administration and the ability to perform multiple tasks while meeting deadlines.
- Experience with D.Y.C.D. (**Beacon, SONYC, COMPASS**) and 21st CCLC +.
- Strong classroom management, assessment skills, and overall program evaluation.
- Ability to analyze and troubleshoot information.
- Presentation Skills (PowerPoint, Smart Board, Social Media content)
- A valid Driver's License +

Please send your cover letter and resume to opusdtc@aol.com.



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