

# Program Director, K-12 & Adult Education

Homes for the Homeless

Bronx, NY

Program Director

Posted on February 24, 2020

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## Job Description

HFH is actively seeking a Director K-12 Programming at our facility for families with children in the South Bronx. The Afterschool program is fully funded, with multiple classrooms and resources and an arts center. This position would manage the afterschool program.

ABOUT HOMES FOR THE HOMELESS, INC.

Homes for the Homeless, Inc. (HFH) is a non-profit social services organization operating family shelters throughout NYC that serve as a hub of opportunity for families both residing in shelter as well as those in the neighboring community. On-site programs range from childcare, early childhood education centers, afterschool clubs and programs, and youth recreation activities, such as sports teams, to housing assistance, case management, parenting workshops, career and job vocational training, support groups and substance abuse assistance, and family engagement and recreation events for the whole family.

## Responsibilities

- Oversee the day-to-day activities of the Afterschool and Recreation program.
- Develop program calendars and work plans for teachers.
- Develop and manage relationships with local schools and community providers for the Afterschool programs.
- Develop and lead recruitment for program participants.
- Manage the hiring, supervision, and evaluation of staff.
- Plan staff trainings and professional development

## Qualifications

- One of the following Educational and Experience Requirements:
  - o Associates Degree in child development, elementary education, recreation or a related field, and two years direct experience working with children under the age of 13 years, including at least one year in a supervisory capacity in a childcare program or related field of work
  - o New York State Children's Program Administrator credential, and two years direct experience working with children under the age of 13 years, including at least one year in a supervisory capacity in a childcare program or related field of work
  - o School age Child Care Credential or other Office recognized credential specific to the school-age development period, and two years direct experience working with children under the age of 13 years, including at least one year in a supervisory capacity in a childcare program or related field of work
  - o Two years of college with 18 credits in Child Development, Elementary Education, Physical Education, Recreation or related, and two years direct experience working with children under the age of 13 years, including at least one year in a supervisory capacity in a childcare program or related field of work
- Excellent leadership, communication, supervisory and team-building skills required.
- Experience coordinating afterschool and Adult Education programs, including supervisory experience.
- Knowledge of the TABE, HSE exam and/or have ESOL certification.
- Experience managing staff.
- Must be flexible and can work-days, evenings and some weekends.
- Sensitivity and awareness while working with homeless and vulnerable populations.

## Application Instructions

Please apply online for [Program Director K-12 & Adult Education](#)

## Additional Information

**COMPENSATION/EEO:** In order to attract and retain a high-performance workforce, Homes for the Homeless offers a dynamic and rewarding work environment, with a focus on ensuring an appropriate work-life balance. In addition to a competitive salary, we provide excellent benefits

including comprehensive health insurance (including medical, dental, and vision), an employee-funded 403(b) retirement plan, commuter benefits, life insurance, Work/Life Assistance Program, 3 weeks paid vacation, and ample personal and sick leave. Homes for the Homeless is committed to promoting an inclusive organizational environment of dignity and respect. We are an Equal Opportunity Employer (EEO) committed to equal treatment, and prohibit any form of discrimination or harassment based on age, race, religion, creed, color, national origin, sexual orientation, veteran or military status, sex (including pregnancy, childbirth and related medical conditions), gender (including gender identity and gender expression), disability, predisposing genetic characteristics, marital status, arrest or conviction, domestic violence victim status, familial status, or any other basis that would be in violation of any applicable federal, state, or local law.

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