

# Site Director (Flatbush Ymca)

YMCA of Greater New York

Brooklyn, NY

Program Director

Full-time

Onsite

\$62,400 - \$65,000 a year

Posted on June 21, 2024

## Organization Statement

The YMCA of Greater New York is here for all New Yorkers â€“ to empower youth, improve health, and strengthen community. Founded in 1852, today the Y serves a diverse population of more than half a million New Yorkers who learn, grow, and thrive through programs and services at our 24 branches. Community is the cornerstone of the Y. Together, we connect active, engaged New Yorkers to build stronger communities.

To help fulfill our mission, we cultivate a culture of learning, leading, and collaboration to enhance community impact. Through our talented staff and â€œLEAPâ€ career framework (Leadership, Empowerment, Accountability, Personal Growth), we are committed to a people-first approach that fosters trust, inclusion, growth, and development for all.

## Job Description

**Salary: \$62,400 - \$65,000 Annually**

The Flatbush YMCA is seeking a Site Director who, under the supervision of the Senior Programs Director, will be responsible for ensuring that the Y After School program meets all Department of Health, YMCA of Greater New York, and funder standards, expectations, and regulations. They will provide leadership for the strategy, systems, supervision, and structure of the program. The Site Director will plan, organize, and implement a structured program consisting of engaging educational and recreational activities according to age group. They will ensure a high level of quality, communication, and collaboration within the Y After School program that is responsible for 100+ children.

We are seeking 2 Site Directors to oversee programs at our off-sites below:

- M.S. 907 (located at 590 Sheffield Ave, Brooklyn, NY 11207)
- P.S. 194 (located at 3117 Avenue W, Brooklyn, NY 11229)

#### **Benefits:**

The YMCA of Greater New York offers a variety of benefits to its staff members, includingÂ [retirement benefits](#), medical, paid time off, free YMCA membership, and more! Benefit eligibility is determined by an individualâ€™s employment status (i.e., full-time or part-time), tenure, and/or the number of hours scheduled to work. ClickÂ [here](#)Â for more information.

#### **Responsibilities**

- Recruit, interview, hire, train, and supervise staff according to YMCA policies and best practices.
- Manage administrative issues such data entry (AS400, YS.net, DYCD etc.,) human resources, reports, snack, space, security, and all other administrative duties/documentation required or assigned for the betterment of the program and branch in a timely fashion.
- Ensure that adequate supplies and equipment are kept safe and are available to operate a successful program.
- Promote literacy, multiculturalism, parent and community involvement through appropriate program enhancements and activities.
- Manage Site Budgets, revenue, and expenses.
- Maintain accurate records pertaining to licensing requirements, staff/child health and safety.
- Evaluate and document staff performance informally and formally during the program year
- Serve as a liaison to the school personnel, specifically the principal and his/her designee.Â Create a Parent Advisory and Youth Advisory Group. Attend school planning meeting and PTA meetings. Develop community relations with other community organization or programs.
- Facilitate and/or supervise the collection of data for Fordham University, DYCD evaluator assembling the data and arranging for its timely delivery as requested.
- Attend meetings and trainings as needed and/or requested.
- Supervision and Planning of summer component/responsibilities and duties as assigned. Seek DOH license for summer camp.Â

#### **Qualifications**

- Bachelorâ€™s degree in Education or related field; Masterâ€™s degree in Education or related field preferred.
- Minimum of two (2) years of supervisory experience.
- Experience working with youth in school-age programs.
- Proficient in Microsoft Office Suite; knowledge of AS400 database a plus.
- Current CPR/First Aid certifications preferred.
- Excellent written and verbal communications skills.
- Must be available to work day times, weekends, and evenings, as needed.
- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Master's Degree

## Application Instructions

If you would like to be a member of our dynamic team, please complete our [online application](#) and submit your resume and a thoughtful cover letter that explains your interest in the role and our organization.

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