

# Assistant Program Director

Acacia Network

Bronx, NY 10457

Program Director

Full-time

Onsite

\$22.52 - \$25.52 an hour

Posted on December 5, 2025

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## Organization Statement

Are you ready to give back to the community while pursuing your passion? For over 50 years, Acacia Network and its affiliates have been committed to improving the quality-of-life and wellbeing of underserved communities in New York City and beyond. We are one of the leading human services organizations in New York City and the largest Hispanic-led nonprofit in the State, serving over 150,000 individuals every year. Our programs serve individuals at every age and developmental level, from the very young through our daycare programs to mature adults through our older adults centers. Our extensive array of community-based services are fully integrated, bilingual and culturally competent.

## Job Description

### KEY ESSENTIAL FUNCTIONS

- Maintain all DYCD contractual obligations of the program and ensure that targets are being met on a weekly and monthly basis
- Assist in the Supervision part time staff: establish work schedules, tasks, and monitor and evaluate work
- Provide oversight and supervision to all aspects of the DYCD COMPASS program including assisting in setting program goals; contributing to the strategic planning process; Develop plans for strategically implementing program objectives.
- Oversee the outreach, recruitment, application process, program enrollment, and retention process.
- Work with the school and community to reach out to parents/families to ensure full enrollment of the program.

- Maintain contact with DYCD officials and staff throughout the program period.
- Develop and maintain positive relationships with all stakeholders such as school administration, participants, families, and other community organizations and/or programs.
- Maintain DYCD Connect database by completing school year and summer worksopes, schedules and registrations.
- Follow procedures and systems to ensure all attendance is entered in DYCD Connect in a timely manner, weekly at minimum.
- Prepare all required program reports for DYCD; ensure all program reports and verification tools are submitted to DYCD on a timely basis.
- Run attendance reports ensuring that ADA (Average Daily Attendance) and ROP (Rate of Participation) are met and maintained.
- Responsible for collecting and maintaining all participant files in accordance with DYCD/DOHMH, including up-to-date medical records.
- Coordinate with Director of NYC Programs to identify staffing needs and ensure that all positions are filled in a timely and effective manner.
- Assist Recruit, hire, train, supervise and evaluate all program staff, including group leaders, activity specialists and educational specialists.

## **Responsibilities**

### **REQUIREMENTS**

- High school diploma required in combination of certified OCFS SAAC related certification within 30 days of hire
- Associates degree in youth or childcare development preferred
- A minimum of 2-3 years in a co-supervisory capacity or coordinator experience in After-School setting.
- Strong Customer Service
- Analytical, Communications and Organizational skills
- Excellent organizational and multi-tasking abilities. Strong communication skills verbal and written.
- Bilingual – Spanish/English a bonus
- Program Affiliated and knowledge of DYCD programs and Services.

- Experience in organization planning and supervising activities based on the developmental needs of young people.
- Leadership skills, including conflict resolution, problem solving, decision making, delegation.
- Excellent oral and written communication skills.
- Experience and understanding of youth workforce programs, including at least one year in a supervisory role
- Strong project management skills, including managing competing priorities and meeting deadlines
- Cultural competency through familiarity in working with people from diverse backgrounds
- Strong understanding of a wide array of NYC social service resources for youth
- Excellent facilitation skills; experience with training/teaching high school age youth
- Outcome driven with ability to respond to changing circumstances and
- Ability to work under pressure
- Computer literate, including experience with all Microsoft Office software packages; Google Drive (Gmail, Calendar, Contacts, Docs, ); local area networks; and efficient use of the Internet
- Ability to maintain State Central Registry (SCR) clearance and fingerprint clearance throughout the duration of employment.

## **Qualifications**

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- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Highschool Graduate or GED

## Application Instructions

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=3f0bb5a0-bf47-4b12-8767-c2c4597acf33&ccld=19000101\\_000001&jobId=545889&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=3f0bb5a0-bf47-4b12-8767-c2c4597acf33&ccld=19000101_000001&jobId=545889&lang=en_US)