

Before And After School Director / Summer Camp Director

Port Washington Children's Center

Port Washington, NY 11050

Program Director

Full-time, Part-time

Onsite

\$25.00 - \$35.00 an hour

Posted on October 5, 2026

Organization Statement

At the Port Washington Children's Center, our mission is to provide exceptional, high-quality childcare and early education to families in the Port Washington community. We are committed to creating a safe, nurturing, and inclusive environment where children can thrive, learn, and reach their full potential.

Through engaging, developmentally appropriate programs, we foster a love of learning and promote social-emotional growth, while enhancing cognitive, physical, and creative skills. Our dedicated team of professionals builds strong partnerships with families, valuing their unique perspectives and actively involving them in their child's educational journey.

We adhere to the highest standards of professionalism, constantly seeking innovation and improvement. As a licensed and accredited facility, we ensure the well-being and safety of every child in our care. Our commitment to excellence aims to make a positive, lasting impact on the lives of the children and families we serve, enriching our community as a whole.

Job Description

The After School Director will oversee the daily operation of our after-school program, ensuring that children are safe, engaged, and well cared for. This position is responsible for supervising staff, communicating with families, planning activities, and maintaining a positive and welcoming environment for our school-age children.

Responsibilities

- Oversee the daily operations of the After School Program
- Supervise, support, and coordinate after-school staff

- Create and maintain a safe, positive, and engaging environment for children
- Plan and coordinate age-appropriate activities, games, arts and crafts, homework time, and enrichment opportunities
- Ensure appropriate staff-to-child ratios and proper supervision at all times
- Communicate professionally and effectively with parents and guardians
- Maintain accurate attendance and program records
- Assist with staff scheduling and daily program organization
- Address children's needs and behavioral concerns in a positive and developmentally appropriate manner
- Ensure the program follows all applicable **OCFS regulations, health and safety requirements, and center policies**
- Communicate regularly with the PWCC administration regarding program needs and concerns
- Help create special activities, events, and experiences for the children
- Support a positive team environment among staff

Assist with transitions, dismissal, and transportation/pick-up procedures as needed

Qualifications

Bachelor's Degree, credits in related course, and/or SACC Credential

- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Bachelor's Degree

Application Instructions

Send email and resume to operations@pwchildrenscenter.org

Language Requirements

English