



Building  
communities  
one life  
at a time

**Mosholu Montefiore Community Center**  
3450 Dekalb Avenue Bronx, NY 10467  
Phone: 718. 882.4000 | Fax: 718. 882. 6369 | [www.mwmcc.org](http://www.mwmcc.org)

## Job Announcement: **After School Program Director**

Status: Full-Time, In-Person

Reports to Director of Youth and Family Services

**Schedule:** Monday – Friday, 9 am – 6 pm

**Annual Salary:** \$53,000 - \$57,000, commensurate with education and experience.

### **Benefits:**

- Paid time off
- Pension
- Health insurance
- Life insurance
- Dental insurance
- Vision insurance
- Flexible spending accounts
- 403 (b) retirement plan
- Professional development
- Employee Assistance Program
- Employee Discount
- Great work environment

The Mosholu Montefiore Community Center (MMCC) is a vital community resource that changes the course of lives of Bronx and Manhattan residents to a degree not otherwise possible. Each year, we serve more than 35,000 preschoolers, school age children, teens, adults and senior citizens through our support, enrichment, education, and recreation programs, expanding their opportunities to live full, productive lives.

We have a family like working atmosphere where everyone works as a team. Join us in building communities one life at a time and build relationships that last a lifetime.

### **Position Summary:**

Under the supervision of the Director of Youth and Family Services, the After School Program Director functions as part of a multi-disciplinary team joining both the school community and MMCC and is responsible for the day-to-day operation, communication with parents, supervision of staff, liaison with the school community and oversee other administrative duties, including but not limited to the points below:

### **Major Responsibilities:**

- Maintaining Department of Health licensing, keeping records and ensuring that all records, ratios and regulations are followed.
- Responsible to hire, train and supervise staff, keeping to the high standards of quality set by MMCC
- Responsible for processing and submitting staff time sheets, payments made by parents, all invoices, hire packets and other paperwork to the Director in a timely manner.

- Maintains strong relationship within the school building, Principal, Administration Team and community around. Develops new relationships and represents MMCC accordingly.
- Acts as a mentor to student clients, working to refine schedule and ensure that the students are always in an emotionally and physically safe environment fostering their academic and emotional growth.
- Provide quality program, instruction and situations to the student participants
- Performs duties as needed; may include filing, typing, email, copying, telephoning, attending school meetings, agency trainings, distributing flyers and newsletters
- Provides appropriate communication with families, school community & agency personnel.
- Provides Supervisor with daily communication and knowledge of all necessary information in dealing with the happenings of the site.
- Oversee program related planning, budgeting and implementation for site activities, supply orders, trips and events.
- Perform other related duties as assigned by Supervisor.
- Working at Summer Camp- Out-door setting required

#### Requirements:

- BA/BS or higher with a minimum of 18 credits in child development, education, recreation or similar field.
- Computer literate including Microsoft Word, Publisher and Excel.
- Experience and skills in supervision and administrative work as well as customer service.
- Ability to multi-task and work in fast paced environment.
- Extensive experience with middle school children both in academic and non-academic setting

**To Apply:** Send resumes, cover letters and questions to Noelani Love, Director of Youth and Family Services, [nlove@mmcc.org](mailto:nlove@mmcc.org) Your cover letter must address your qualifications for this position, salary requirements and your interest in MMCC.

*We are looking for individuals with a high level of maturity, respect for others, the ability to work on a team, and an appreciation for a multicultural workplace*

#### **EQUAL OPPORTUNITY EMPLOYER. DRUG FREE WORKPLACE.**

MMCC is an equal opportunity employer that is committed to cultural competency, diversity, and inclusion and values the ways in which we are different. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or other characteristic protected by the applicable law.