

Coalition for Hispanic Family Services
Arts and Literacy After School Program
Job Description

Position Title: Arts and Literacy Program Director
Program: Arts and Literacy After School Program
Reports to: Arts and Literacy Middle School Programs Director

Summary of Position: The Arts and Literacy Program Director is responsible for assisting in all director responsibilities including supervision of program content and staff, staff training and development, reports and evaluations as well as co-teaching. The Program Director also serves as liaison between staff and Arts and Literacy Middle School Programs Director, staff and Deputy Director of Youth Development as well as program and Public School Administrators, Faculty and Staff. The Program Director creatively and effectively manages, evaluates and coordinates program activities, projects and administrative work. The Program Director should be someone with both art and administrative experience or an *artist with a strong interest in working in the community*.

Summary of Program: The Arts and Literacy Program is a comprehensive afterschool program addressing Bushwick and Queens youth's needs in the areas of education, creative arts, youth leadership, and health. Program activities build leadership and literacy in the widest sense of the word through creative writing, the visual arts, drama, photography, video, music, yoga, creative movement/dance, and apprenticeships for high school students. The program engages the children's entire family through monthly family literacy workshops, parent organizing, and comprehensive services available through the agency's other programs.

Summary of the Agency: The Coalition for Hispanic Family Services is a multi-service agency serving children and families of North Brooklyn and Queens. These include foster care, adoption, youth development, primary health care, mental health, HIV/AIDS case management, community health education and outreach, in-service internships and after school education.

The duties of the Arts and Literacy Program Director are as follows:

- Support Teaching Artists in lesson plan development for assigned content area
- Supervise staff in the absence of Arts and Literacy Middle School Programs Director
- Represent the program in the absence of Arts and Literacy Middle School Programs Director
- Facilitate communication between line staff and Middle School Programs Director
- Facilitate communication between school administration and program
- Support staff with on-site supervision and ensure smooth operation
- Collaborate in designing great literacy-based art curricula
- Collaborate in the review and approval of lesson plans with the Educational Director
- Co-observe teachers and identify training needs with the Educational Director
- Co-plan and co-supervise Out-of-School Time days for children and Summer Camp
- Participate in weekly individual and/or group supervision meetings
- Maintain relationships with the families in the program
- Oversee admission process
- Oversee processing and filing of NYC Dept. of Health and NYC Board of Education Permits
- Ensure enrollment complies with contracts
- Participate in agency wide events
- Generate and collaborate on a wide range of community projects and other special projects as needed
- Assist in producing reports for funders
- Attend meetings and trainings as needed
- Ensure line staff meets and documents outcomes
- Oversee parent literacy initiatives
- Oversee apprentice and community service components
- Coordinate with Art Therapist to ensure teachers work appropriately with children with special needs as well as ensure that Art Therapist is kept apprised of children's development in classroom

- Complete any other duties assigned by Supervisor (s)

Qualifications: BA in professional content area, masters preferred. Minimum four year's experience in education, educational management or policy. Comprehensive knowledge of the arts. Occasional flexible schedule is required. Bilingual-Spanish/Mandarin/French strongly desired.

The Program Director should have a record of successful teaching and artistic accomplishments, should have experience working with children's needs, exceptional writing skills, ability to conceptualize and communicate ideas, possess outstanding organizational skills and interest in working with a team, and familiarity with Latinx, African American and Asian cultures.