



South Asian Youth Action

Job Opportunities with South Asian Youth Action (SAYA!)

J.H.S 202 Site Director in Ozone Park, Queens (Full-Time Position)

Organization Description:

South Asian Youth Action (SAYA!) is a 501(c)3 youth development organization established in 1996 to address the needs of low-income students in New York City. Inclusive and diversity-focused, SAYA! offers academic support, leadership development and enrichment opportunities through its tailored programming. As the only secular organization of its kind, SAYA! provides an accessible, safe and culturally affirming space for youth to develop a strong sense of identity and fulfill their academic and leadership potential.

SAYA! programming currently takes place during the academic school day, after school and on weekends, and during the summer at 11 sites in Queens and Brooklyn: our Elmhurst Center; two elementary schools; four middle schools; and four high schools. During the 2014-2015 school year, we served over 800 youth.

Position Summary:

The Site Director representing SAYA! works closely with the principal, school administrative staff, teachers, custodians, and after-school site staff to develop, coordinate and implement after-school curricula and activities that complement school-day learning. High quality offerings will enhance the leadership skills and talents of our students.

Responsibilities:

- Ensure a strong relationship between the school day curriculum and the COMPASS program; conduct regular meetings with the principal and/or key school staff, and attend school and curriculum development trainings.
- Direct and lead day to day operations of a school-based after school program.
- Hire, supervise and train program staff.
- Communicate staffing needs to Director of Elementary and Middle School Programs and Education Specialist.
- Drive and support the program design and curriculum development process and ensure that it is aligned with the mission of the organization
- Maintain all required administrative records and files according to program requirements and applicable regulations.
- Ensure DYCD database is updated weekly including attendance, work scope, program schedule, and staffing.
- Lead monthly supervisory meetings with staff to discuss performance, strengths and challenges.
- Initiate and organize special events, such as performances, parent engagement events, field trips, etc.
- Organize part-time staff schedules to meet programmatic needs.
- Monitor and approve staff hours.

- Oversee the ordering and maintenance of supplies and materials.
- Attend bi-weekly Site Director meetings and participate in and/or lead professional development trainings.
- Manage relationships with COMPASS Program Manager and contracted subcontractors.
- Establish rapport with youth and provide mentoring, guidance and overall direction for their academic preparation.
- Advocate on behalf of students when needed
- Collaborate with other site directors in planning and implementing support for the transition of students from middle to high school.
- Collaborate and share best practices with other elementary/middle school staff.
- Ensure the safety of all participating students.
- Work closely with school administration and teachers to recruit and enroll participants, ensuring maximum enrollment targets.
- Develop and coordinate a full schedule of age appropriate activities that focus on quality.
- Provide formal orientation for all youth participants and parents/guardians.
- Ensure appropriate referrals are made for outside support services when needed.

Core Qualifications:

- A Bachelor's degree in education, social work, youth/child development, non-profit management, public administration or a related field; graduate degree preferred.
- Extensive experience working in relevant field (Education, Social Work, and/ or Youth Development).
- Proven commitment to and knowledge of the South Asian community, diversity and positive youth development.
- Strong leadership, conflict resolution and diplomacy skills.
- Exemplary oral and written communication skills.
- Administrative and supervisory Experience.
- Excellent organizational skills: attention to detail; ability to prioritize; ability to meet deadlines; ability to multi-task.

To Apply: Send cover letter with salary requirements, resume, and one writing sample to griselda@saya.org. Applications submitted without writing samples will not be considered. No phone calls please. Only candidates considered for an interview will be contacted.

Position available immediately.

SAYA! is an Equal Opportunity Employer.

For part-time positions, please visit www.saya.org/careers