



JOB OPENING AFTERSCHOOL ASSISTANT SITE DIRECTOR

Immigrant Social Services, Inc. (ISS) is seeking a motivated, enthusiastic, creative, and reliable individual with a strong commitment to positive youth development for the position of **Afterschool Assistant Site Director** to assist the Afterschool Site Director to oversee and manage ISS afterschool programs that operate at a public school site.

Designed to cultivate curiosity, creativity, and compassion within a framework responsive to the needs of our immigrant students and families, ISS afterschool programs are committed to delivering rigorous and varied content that integrates the areas of language arts & literacy, STEM, social studies, the arts, and health & fitness via a youth-centered, interest-driven, enriched learning environment that allow students to gain mastery by pursuing their interests while connecting out-of-school learning with in-school achievement. In addition to academic support, we also prioritize social-emotional well-being, character development, and life skills.

Our afterschool programs for Pre-K to 8th grade currently run Monday through Friday, 2:30pm-5:45pm at PS 2; PS 42; PS 126; PS 130 when NYC public schools are in session.

Responsibilities:

- Assist the Site Director with the daily operations and implementation of quality learning programs and experiences that align with ISS core values and meet the goals of ISS afterschool programs.
- Ensure the successful execution of the afterschool programming curriculum and structure, including staffing, supplies and materials, facilities, and adherence to policies, protocols, and procedures.
- Help to create and ensure a physically and emotionally safe program environment for students and staff.
- Facilitate open communication with school leadership, administrators, staff, and parents/caregivers, and community partners.
- Assist with the observation and evaluation Group Leaders/Tutors to ensure that expectations are met and provide professional support and guidance when necessary. Steps in for Group Leaders/Tutors as needed.
- Performs additional duties as assigned.

Desired Qualifications and Skills:

- B.A./B.S. Degree or equivalent experience in education or related field.
- Prior experience working with children/youth from diverse backgrounds.
- Excellent verbal and written communication and interpersonal skills.
- Strong team development and organizational skills and attention to detail.
- Demonstrated ability to supervise and provide appropriate support and guidance to ensure that program staff is accountable for delivering quality program.
- Ability to think and act independently and problem solve, manage multiple priorities effectively, and adapt quickly.

- Knowledge of NYS Common Core Learning Standards, child/youth development, and diverse learning styles.
- Knowledge of and sensitivity to issues prevalent in underserved immigrant communities, a plus.
- Bilingual English/Chinese (Mandarin, Cantonese, Fujianese) preferred.

Part-time, up to 25 hrs/wk; Monday through Friday.

To apply, please send cover letter and resume to Beatrice Chen at bchen@issnyc.org. Please include in the subject line of your email "Afterschool Assistant Site Director".

About Immigrant Social Services, Inc. (ISS)

Founded in 1972, Immigrant Social Services, Inc (ISS) is a non-profit organization dedicated to improving the conditions and promoting the welfare of immigrants and other persons seeking our services in Lower East Side/Chinatown in New York City. Immigrant Social Services, Inc. is an equal opportunity employer.