



WE'RE HIRING!

PART-TIME ASSISTANT DIRECTOR Be Me After School Program (K-2) & (3-5)



Do you want to be part of a vibrant after school community that is committed to instilling enrichment, inclusion, and curiosity to learn new things?

Join the Y's in-house Jewish after school program for K-5th grade students where you can make a difference in the lives of children, while growing in your career and enjoying meaningful work.

Exciting roles are in store for you!

- You are part of the after school's leadership team, and you get to wear multiple hats doing **leadership, educational, parent engagement,** and **administrative** roles.
- You represent and model Y values, and model appropriate behavior to staff and children.
- You create and reinforce a culture of trust and collaborative functional relationships with everyone in the team.

This job might be for you if:

- You are eager to learn and model Jewish culture and values.
- You are available to work Monday-Friday, 1 pm - 6 pm. You are flexible and willing to accommodate possible changes in your work hours.
- You have experience in planning and implementing educational and enrichment programs.
- You have demonstrated experience in supervising and training other staff.
- You have successful experience running activities with children K-5th grade.
- You enjoy, and you have experience communicating and working with families with children of different abilities.

To land this job, you need to:

- Have a high school diploma and at least two years of experience working with children
- Pass the background check, medical tests and fingerprinting through the Department of Health

You are extra awesome if:

- You have a college degree

Your typical day or week may include:

- Running weekly meetings with staff to share participant information and activity updates, training group leaders in implementing homeroom and waiting period programs
- Participating in monthly meetings, ad-hoc workshops, and training programs with the afterschool leadership team
- Overseeing pick-up and dismissal to and from the Y, and pick-up points at assigned schools
- Creating weekly lesson plans, enrichment activities, special activities for designated homerooms and school waiting programs
- Planning and overseeing after school special events (such as Jewish Holidays activities, Spirit Week, Mensch week), leading evaluation meetings, and presenting a written evaluation of events and programs under the Assistant Director's responsibility
- Ensuring all educational materials are submitted to the Director for review and approval, based on agreed timelines
- Researching and recommending new materials to provide the most effective and relevant programs for students
- Closely coordinating with guardians of the assigned age group, utilizing various forms of communication (regular emails, written updates for newsletters, phone calls, focus groups), and running family engagement activities
- Documenting all communications with guardians (call logs, incident reports), and real-time reporting of any concerns, conflicts, or other problems directly to the after school Director
- Ensuring the overall safety and order of students, staff, activities and program spaces

Working part-time at the Y is rewarding and fulfilling too!

- Salary: \$20/hour
- Free Y Gym Membership
- Discounted rate on select Y programs

To apply for this position, you may send your resume and cover letter to khiguera@ywashhts.org.
Visit ywashhts.org to know more about the great things that Y is doing for the community.

Established in 1917, YM & YWHA of Washington Heights and Inwood is a not-for-profit organization that welcomes people of diverse ethnicities. We offer a wide range of educational, recreational and social services programs to enhance the quality of life of the people we serve. From topnotch early childhood education and youth development programs to innovative senior center services, there's always something for everyone at the Y!