



sixth street

community center

Job Title: Youth Program Director, Sixth Street Youth Program

Compensation: \$45,000. On-Site Full-Time, 35 hours/week

Program Summary

Since 1984, Sixth Street Community Center (SSCC) has provided after school and summer programs to ensure that low-income neighborhood children and teens have an equal opportunity to excel. In 2012 in response to the deepening climate crisis, SSCC revamped its program to focus on urban sustainability, urban farming, recycling and composting as strategies to begin addressing this crisis and its impact on the everyday lives of kids and adults. Sixth Street Youth Program utilizes creativity and the arts as a tool to engage youth in these topics. In 2019-20 (before the onset of COVID-19) the Sixth Street after school and summer programs offered 180 children- 70 percent youth of color hands-on workshops in these areas, a climate justice curriculum and tools for youth based-activism alongside on-going community outreach and engagement activities. Sixth Street Youth are regularly engaged in the organizing work that SSCC is involved in locally such as anti-displacement & anti-gentrification campaigns, public land-use advocacy, park/garden preservation, opposition to fracking and fossil-fuel expansion and campaigns that advocate for people-centered, sustainable development. Using an age appropriate approach, the program explores these and other environmental issues and fosters a critical lens on the root causes of the climate crisis- examining the underlying system of racial and extractive capitalism that perpetuates climate destruction.

Job Summary

Sixth Street Community Center (SSCC) is seeking a passionate, mission driven team-builder to fill the role of our Youth Program Director to direct the Sixth Street Youth Program (SSYP). In this full-time role, you will have overall responsibility for the growth, quality and success of our summer and after school program operations, our students, and our youth program staff. The primary responsibility of the Youth Program Director is to manage day-to-day operations in order to ensure that quality standards and guidelines are met and that the program is serving the needs of our families. We are looking for a positive, energetic Youth Program Director to foster an atmosphere of fun and engaged learning for kids ages 6-11.

The Youth Program Director will plan, coordinate and oversee all aspects of the Youth Program (summer and after school) including participant recruitment, curriculum development and implementation, teen supervision, guest/consultant management, coordination with community partners including local schools and CBOs, parent outreach and communication, and preparing reports to funders. We are looking for someone who possesses a strong commitment to racial, social and environmental justice. People with a background in progressive movement work are strongly encouraged to apply.

Duties and Responsibilities

- Responsible for programmatic oversight of the Sixth Street Youth Program

- Responsible for ensuring Sixth Street Community Center maintains an emotionally and physically safe environment for youth that meets all compliance and safety requirements set forth by the organization, DOE, DOH, funders and applicable labor law.
- Responsible for the development and implementation of innovative and age appropriate curriculum, enrichment activities, and theme based projects.
- Develop a combination of youth program activities and curriculum in alignment with Sixth Street Youth Program's offerings: visual arts, expressive arts, urban sustainability, climate justice, urban farming, cooking, community engagement, and youth based activism.
- Organizes special and culminating events, including showcases that highlight student achievement and culturally enriching field trips.
- Creates and distributes schedules of all activities and ensures appropriate record keeping and reporting of all youth attendance.
- Resolves issues as they arise. Experience in conflict resolution or de-escalation is a plus.
- Responsible for participant recruitment. This may include calling, e-mailing, and posting announcements, holding information sessions, answering applicant questions and other strategies to encourage families to enroll and continue participation on a consistent basis.
- Document and photograph activities for SSCC social media, parent updates and newsletters.
- Maintain the Sixth Street Youth Program Blog— updating our community on Youth Program projects and activities.
- Identify and outreach to new potential community partners, teaching artists, guest workshop facilitators, youth educators. Cultivate and maintain relationships with SSYP partners.
- Maintains accurate records on site (i.e., file box, staff files, program flyers, materials, schedule and curriculum).
- Reports site injuries via appropriate forms and immediately communicates incidents with Program Director and parents.
- Communicate and collaborate with local school administrations.
- Coordinate assignments to Youth Educators, Volunteers, Support Staff and our Teen Interns.
- Order, prepare and maintain needed materials for daily operation
- Facilitate student registration processes to completion; maintain complete folders on children (health, parental contact information, incident reports)
- Assist Sixth Street's Program Director in screening, hiring, leading, training and evaluation of staff
- Plan and facilitate staff orientations, meetings; and staff trainings as required to meet SSCC's standards and culture.
- Assist with Sixth Street organization development. Including but not limited to grant writing, grant research, engaging with funders and foundations.

Experience, Education and Job Qualifications

- Strong demonstrated commitment to racial, social and environmental justice and equity. Community Organizers are encouraged to apply!
- Compassionate, competent, confident leader who can exercise patience.
- 3-5 years experience working in a social service organization.
- Demonstrated experience working in Youth Programs or with youth;
- Experience working on NYC DYCD programs in supervisory role preferred not required.
- Bachelors Degree.
- Bilingual in addition to English Preferred (Spanish) Required Skills

- Reliable, organized and punctual
- Knowledge of effective arts, environmental and academic programming
- Strong leader and team-builder
- Ability to resolve conflicts and negotiate solutions
- Excellent communication (oral and written) and interpersonal skills with proven ability to interact with a diverse range of individuals, both in person and over the phone, applying tact and discretion as situations demand
- Must have excellent organizational, time management and follow-up skills
- Must be able to clearly articulate outcome requirements and provide the necessary and appropriate resources and support for Activity Specialists, Teachers and Group Leaders to successfully deliver on objectives
- Ability to set priorities and meet deadlines. Ability to manage multiple priorities simultaneously
- Proficiency in Google Suite

Sixth Street Youth Program Director Hours:

September-June for After School: Monday- Friday, 10:30 am- 6:30 pm

July & August for Summer Program: Monday-Friday, 8 am- 4 pm

Disclaimer: The job description herein is intended to describe the general nature and level of work being performed by the employee in this position. These statements are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position. Sixth Street Community Center is committed to a diverse workplace, and providing staff with ongoing professional development opportunities. We strongly encourage people of color, women, LGBTQ candidates, immigrants, and people from low-income backgrounds to apply.

To apply: Please email a cover letter and resume to shania@sixthstreetcenter.org & cc' jen@sixthstreetcenter.org with "Youth Program Director Application" in the subject line. Indicate in your cover letter your interest in and qualifications for this position. Applications without a cover letter will not be considered.

Please Note: If offered a position, the Sixth Street Youth Program Director will be required to work in person at Sixth Street Community Center and interact with staff, students, parents and others while following DOH Covid-19 guidelines such as wearing PPE. Anticipated start date will be July 1, 2022.