



### **Job Description: Assistant Director (Programming)**

The Police Activities League of Massena (formerly Boys & Girls Club) has been serving the youth of our community since 2013, providing a positive place to go, results-oriented programming and a professional staff to guide them. We have an immediate opening for Assistant Director.

The **Assistant Director** is responsible for managing the day-to-day operations of the Club under the guidance of the Director, to help ensure program objectives and outcomes are met and that staff is supervised. The Assistant Director will also engage in well-defined teaching/training opportunities with children and/or young adults, in collaboration with our members' schools, teachers, parents and MPAL programming goals. Additionally, the Assistant Director will identify and develop site-specific age-appropriate curriculum and lessons for our after school program.

### **Major Duties & Responsibilities**

- Responsible for the management and supervision of the After School Program.
- In conjunction with the Director, identify, plan, organize, and manage special events.
- Collect, review and submit programming, membership and staff reports to the Director.
- Maintain collaborative relationships with the school administration, Office of Food and Nutrition Services, and other agencies as appropriate.
- Develop relationships with parents through parent involvement activities and regular communication.
- Assist the MPAL director with identifying, submitting, administering and recognizing grant funding. Assist in the complete, accurate, ongoing and timely reporting of grant data.
- Work with the BOD and Director on annual giving campaign to solicit donations from corporations, civic groups and individuals for funding support.
- Participate in hiring educational, support, and program staff with the Director.
- Assure the quality of the programming through job orientation, regular staff supervision, program evaluation, staff training, program development, etc.
- Assist Director in regular evaluations of staff performance.
- Maintain and ensure that all administrative details of the program are implemented: program registration, student application/enrollment forms, fee collection, attendance, employee documentation, and update and maintain staff handbook, supply ordering, etc.
- Ensure that incident reports (accidents, injuries, altercations, etc.) are submitted no later than the date of occurrence.
- Review reports and provide copies to the center director and office manager for record-keeping purposes.
- In the absence of the Director, represent PAL in meetings, school and outside of the agency.
- Develop and maintain a relationship with the principals and designated school staff. Ensure school goals and needs are reflected in PAL programming.
- Create activity plans. Assist Prevention Coordinators with effective delivery of lessons.
- Any other duties deemed necessary by the Director.



### **Additional Responsibilities:**

- Monitor and respond promptly to messages (email, voice mail, social media, Trax).
- Provide prompt notification to Director of issues of concern.
- Be present, be visible, be engaged with members, staff/volunteers, and BOD.
- Other duties as assigned by the Director.

### **Skills/Knowledge Required**

- Passion for the mission and values of PAL, grounded in the belief that young people's individual strengths and capabilities can guide them to mature, productive adulthoods with our encouragement and commitment.
- A Bachelor's degree preferred from an accredited college or university in Administration, Recreation, Psychology, Sociology, Education, Counseling, or a related field.
- A minimum of three years professional paid work experience in a non-profit youth or social service agency in an administrative or managerial capacity
- The Assistant Director reports to the MPAL Director.
- Understanding of conflict resolution, mediation, and mentoring concepts.
- Good communication skills, both oral and written. Ability to speak professionally to staff, members, parents, groups and community residents.
- Familiarity with office protocols involving dress, demeanor, record keeping, confidentiality, staff meetings, visitors, and employee use of supplies and equipment.
- Proficient in Microsoft Office applications.
- Must pass a background check, and possess a valid driver's license. If not already CPR and First Aid Certified, will be required within the first 6 months of employment.

**To Apply:** Email current resume, with cover letter and responses to the questions below to: [Director@MassenaPAL.com](mailto:Director@MassenaPAL.com)

**Please submit the following with your resume and cover letter:** To assist you and the search committee in discerning the best match for the position, please attach responses to these three questions along with your resume for consideration. Candidates without responses will not be considered.

1. What do you feel are your three most valuable traits in relation to this position?
2. What has been your favorite job and why?
3. Why would you like to work for the Police Activities League of Massena?

Review of applications and interviews will be ongoing, until position is filled.

**Wage:** \$36,000/year (2 weeks PTO)

Full-time, non-exempt

**Reports To:** Director

Equal Opportunity Employer