



**Carver has an immediate need for an Assistant Director of School Age Program/ RECOVS Manager, Monday – Friday, 10am – 6pm, some weekends may be required. (2 Year Grant Funded Position with possible extension)**

**About us:** The Port Chester Carver Center helps our community thrive through programs that nourish, educate, and empower. Founded in 1943, Carver Center began as a small storefront daycare program for African American children whose parents worked in wartime defense plants. The Carver Center grew to be a small food pantry and childcare program that operated out of a rented synagogue basement for over 50 years. In 2000, Carver Center moved to our current location—a 50,000 square foot building that features classrooms, multi-use rooms, a 25-yard heated indoor pool, saunas, a full-court gymnasium, movement studio, a fully equipped kitchen, tech lab, food market, and a STEAM makerspace. Port Chester Carver Center helps our community thrive through programs that nourish, educate and empower. Carver Center’s services address food insecurity; childcare; out-of-school-time enrichment; youth development; services to support immigrants (including citizenship and English language conversation classes); aquatics and more.

**Position Overview:** Carver Center has been contracted by the Port Chester Rye Union Free School District to implement the district’s two-year RECOVS grant. RECOVS is the acronym for the **New York State Recover from COVID School Program Grant**. The Assistant Director of School Age Programs / RECOVS Manager will work closely with the Director of School Age Programs and other staff to implement the RECOVS learning loss and educational support program. Responsibilities include but are not limited to: supervision, safety, program management and curriculum, administrative compliance, adherence to state licensing compliance, staff hiring & oversight, and student/community relations. This position also serves as a leader to RECOVS teaching staff and program participants, supports staff in the planning and implementation of high-quality curriculum and program activities, engages families in their child’s growth and development, provides exceptional customer service and acts as a liaison to all school personnel. 40% of the time will be focused on the Elementary School After School Programming support and 60% will be focused on all RECOVS learning loss and educational support programming.

**Position Specific Duties/Responsibilities:**

**RECOVS Programming: (60 % of time)**

- Expand 1000 student access to after school academic support teachers within the four elementary schools, middle school, and Port Chester High School
- Implement a variety of evidence-based and evidence-informed school resources learning tools and academic support practices that are culturally, linguistically, and trauma responsive while promoting student diversity, equity, and inclusion
- Recruit and onboard academic after school teaching staff and Social Emotional Learning Instructors
- Work as a Liaison with school district personnel and the Assistant Superintendent of Instructional to make sure that academic instruction is aligned with the school district standards
- Develop and oversee Saturday Academic/Enrichment program for middle school students

- Coordinate with contracted program partners to efficiently deliver meaningful programming with participating students in the Saturday programming
- Coordinate all reports for RECOVS. Prepare comparison reports for the Chief Program Officer
- In collaboration with Advancement Department, coordinates mailings, distributions, announcements as needed to support program growth
- Prepare forms for the upcoming school year

**School Age After School Programming: (40% of time)**

- Ensure adequate and appropriate program supplies are on hand.
- Assist the director in the overall development of the School Age After School Program at all Four (4) Port Chester School District Elementary Schools
- Coordinates program registrations and special events
- Coordinate all reports for SACC and the Chief Program Officer.

**General:**

- Maintain current CPR and First Aid certification.
- Demonstrate a positive and caring attitude while building relationships with children, staff, parents, and school community members
- Ensure that the care of the participants is a key priority through direct supervision of the programs and Site Coordinators and support of staff in the absence of the Site Coordinator
- Create, distribute, and maintain accurate records and reports in compliance with state licensing and program requirements, such as sign-in check-out sheets, lesson plans, child enrollment and progress reports, attendance sheets, newsletters, etc.
- Work with Director of School Age Programs and Chief Program Officer to address staff needs and evaluate lesson planning and delivery of age-appropriate activities that engage children and demonstrate the Carver Center's core values and youth development practices
- Maintain communication with staff as it relates to program needs: ordering and transportation of snacks, supplies and equipment.
- Understand and follow all Carver Center standards, policies/manuals, etc.
- Attend and assist in planning and leading staff meetings, training sessions, other required meetings, and evaluation of staff members
- Be committed to New York States Child Abuse/Neglect Prevention efforts as a mandatory reporter.
- Attend regular staff meetings and Carver events, schedule regular meetings with supervisor, and fellow staff members.
- Perform other duties as assigned.

**Position Qualifications:**

- Bachelor's degree in education, psychology, or a similar field (Minimum of 12 Education Credits OR SACC credential) Transcript May be required upon hire due to Licensing from the NY State Office of Children and Family Services
- At least 3-5 years' experience in Youth development and/or educational environment
- Excellent skills in Excel, Microsoft Word, and Outlook
- Program Management, budget development, and leadership experience plus the ability to continually develop and grow existing programs
- Previous supervisory experience with the ability to stay on schedule, coach and develop staff
- Ability to interact with a diverse population

- Excellent communication skills (oral and written)
- Ability to prioritize and meet deadlines; ability to multitask
- Ability to understand and meet program budgets and track expenses
- Demonstrable customer service skills
- Excellent listening, communication, and telephone skills
- Organized, analytical and detail-oriented with ability to multi-task and prioritize appropriately.
- Valid Driver's License
- Bilingual English/Spanish, preferred

The Carver Center is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate based on race, creed, color, religion, marital status, familial status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, gender, sexual orientation, gender identity or expression, predisposing genetic characteristics veteran status, domestic violence victim status, or any other status protected under federal, state, or local law.

Carver Center employment policy requires a full background check prior to hiring and references.

**Rate: \$28-\$33/hour, commensurate with experience; medical, dental & vision benefits available, group term life, long-term disability, accidental death and dismemberment coverage, IRA matching contributions, paid time off. Schedule is Monday – Friday, 10am – 6pm with 1 hour lunch, 35-hour work week; some weekends may be required. (2 Year Grant Funded Position with possible extension)**

**How to Apply:** Email resume and cover letter to Chief Program Officer, Daniel Bonnet at [DBonnet@CarverCenter.org](mailto:DBonnet@CarverCenter.org).

PORT CHESTER CARVER CENTER  
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