



**Carver has an immediate need for a full-time Director of School Age Programs. Candidates with SACC credentials preferred.**

**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. Informally known as the heart of the community, Carver Center's programs and services meet the holistic needs of people at every stage of life. Carver Center's programs address food insecurity; childcare; out-of-school-time enrichment; youth development; services to support immigrants (citizenship classes); programs for senior citizens; aquatics and more.

**Position Overview:** The **Director of School Age Programs** operates with a high degree of autonomy and is responsible for the overall leadership, strategic direction, and successful operation of school-age programming - elementary afterschool program. This includes oversight of program quality, staffing, licensing compliance, curriculum implementation, budget management, and community partnerships. Reporting to the Chief Program Officer, the Director serves as a key thought partner on the agency's Program Leadership Team and is charged with managing multi-site operations, supervising a diverse team of professionals, and maintaining regulatory compliance while building innovative and sustainable program models that respond to the academic, social-emotional, and cultural needs of youth and families in the Port Chester community.

**Position Specific Duties/Responsibilities:**

- Conduct routine site assessments, climate checks, and satisfaction surveys from parents, students, staff, and school stakeholders; synthesize insights to refine delivery.
- Along with the Chief Program Officer, establish systems for ongoing program monitoring, evaluation, and quality assurance, using data to inform decisions, assess program effectiveness, and drive strategic improvements.
- Ensure fidelity to evidence-based models in Social Emotional Learning (SEL), STEM enrichment, and other signature programming areas.
- Manage the department's expense budget, including planning, tracking, and reporting in coordination with the Chief Program Officer.
- Serve as the primary liaison for school Principals, parents, and other community stakeholders; provide leadership in addressing concerns and resolving issues.
- Maintain compliance with all local and state licensing requirements i.e.: OCFS, DOH, DOE, including preparing for inspections and audits.
- Provide senior-level oversight and strategic direction for all school age driving measurable outcomes in youth development, academic support, enrichment, and wellness.
- Recruit, hire, train, and supervise all program staff; conduct performance evaluations, staff development plans, and regular staff meetings.
- Design and refine long-term programmatic strategies, logic models, and performance measurement frameworks that align with organizational goals, funder priorities, and community needs.
- Lead cross-functional collaboration with curriculum development, partner organizations, school districts, and external consultants to enhance program design, equity practices, and culturally responsive youth development approaches. Conduct regular site observations to assess program quality, compliance, and staff performance.

- Use feedback and data to identify trends, create improvement plans, and drive high-quality, member-focused programming.
- Along with the CPO, Support and lead the development of curriculum enhancements and program innovations.
- Support and implement SEL and STEM programs for all sites, in addition to adopting other signature programs or enhancements to programs as assigned.
- Serve as a key leader and participant in afterschool operations, including planning and daily execution.
- Represent the Carver Center at community events, school functions, and stakeholder meetings to elevate the visibility and reputation of the School Age Programs.
- Maintain accurate and timely records, including enrollment, attendance, staff documentation, and incident reports.
- Lead administrative duties such as payroll submissions, HR documentation, risk management reports, and grant-related data tracking.
- Serve as a model of effective leadership, clear communication, problem solving, and adaptability.
- Champion equity, inclusion, and diversity in all aspects of program delivery and staff management.
- Continuously coach, guide, and support staff to ensure high performance and accountability.
- Other duties as assigned by leadership.

**Position Qualifications:**

- Minimum associate degree in related field or equivalent. Required SACC Credential OR with 18+ of Education credits.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Demonstrated knowledge of OCFS regulations and licensing procedures.
- Perform effectively in a fast paced, deadline driven environment.
- Proven ability to take initiative, demonstrate good judgment in problem solving and make decisions independently utilizing established agency policies.
- Proven experience managing budgets, supervising staff, and leading multi-site programs.
- Strong leadership, communication, organizational, and conflict resolution skills.
- Deep understanding of youth development principles, SEL, and enrichment program best practices.
- Bilingual in Spanish preferred but not required.
- Computer efficiency is required: Microsoft Excel, Word, etc.

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 the completion of a full background check prior to hiring, as well as references.

**Range: \$ 72,000 - 79,000 annually, commensurate with experience**

*Medical, dental & vision benefits available, group term life, long disability, accidental death and dismemberment coverage, 401k retirement plan, paid time off.*

**How to Apply:** Email/call Daniel Bonnet, Chief Program Officer, [dbonnet@carvercenter.org](mailto:dbonnet@carvercenter.org), 914/305-6023.

PORT CHESTER CARVER CENTER  
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