



DIRECTOR OF SCHOOL AGE PROGRAMS JOB DESCRIPTION

OPPORTUNITY

The Port Chester Carver Center (Carver Center) seeks a dynamic, mission-driven leader to build what's next for its elementary afterschool programming. This is a rare chance to shape the future of school-age services for an organization deeply rooted in its community—with the autonomy to lead, the mandate to innovate, and the support of an agency that sees this role as central to its mission.

As **Director of School Age Programs**, you will own the full arc of program leadership: quality, staffing, licensing compliance, curriculum, budget, and community partnerships across multiple sites. Reporting to the Chief Program Officer (CPO) and serving as a key voice on the Program Leadership Team, you'll supervise a diverse team of professionals and design program models that meet the academic, social-emotional, and cultural needs of Port Chester's youth and families—models built to last, not just to launch.

A note on qualifications: This role requires a New York State School-Age Child Care (SACC) Credential, or a minimum of 18 college credits in Education (or a related field) as a pathway toward one. This is a firm requirement rooted in state licensing regulations, so we kindly ask that candidates who do not yet meet this threshold hold off on applying—we'd love to welcome you when you do.

ABOUT PORT CHESTER CARVER CENTER

For decades, Carver Center has been a cornerstone of opportunity and belonging for the Port Chester community, providing youth and families with programs and services that support academic achievement, personal growth, and cultural connection. Rooted in the belief that every child deserves the chance to thrive, Carver Center offers a continuum of programming—from early childhood through adolescence—delivered by a team deeply invested in the wellbeing of the families it serves. As Port Chester's population has grown more diverse, so too has Carver Center's commitment to culturally responsive, community-centered care, making it a trusted anchor institution for generations of local families. To learn more, visit <https://carvercenter.org/>

JOB RESPONSIBILITIES

Strategic Leadership & Program Quality

- Provide senior-level oversight and strategic direction for all school-age programming, driving measurable outcomes in youth development, academic support, enrichment, and wellness.
- Design and refine long-term programmatic strategies, logic models, and performance measurement frameworks that align with organizational goals, funder priorities, and community needs.

- Along with the CPO, establish systems for ongoing program monitoring, evaluation, and quality assurance, using data to inform decisions and drive strategic improvements.
- Conduct routine site assessments, climate checks, and satisfaction surveys from parents, students, staff, and school stakeholders; synthesize insights to refine delivery.
- Conduct regular site observations to assess program quality, compliance, and staff performance; use feedback and data to identify trends and create improvement plans.
- Ensure fidelity to evidence-based models in Social Emotional Learning (SEL), STEM enrichment, and other signature programming areas.
- Along with the CPO, support and lead the development of curriculum enhancements and program innovations; support and implement SEL, STEM, and other signature programs across all sites.
- Lead cross-functional collaboration with curriculum development staff, partner organizations, school districts, and external consultants to enhance program design, equity practices, and culturally responsive youth development approaches.

Staff Leadership & People Management

- Recruit, hire, train, and supervise all program staff; conduct performance evaluations, staff development plans, and regular staff meetings.
- Continuously coach, guide, and support staff to ensure high performance and accountability.
- Serve as a key leader and participant in afterschool operations, including planning and daily execution.
- 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.

Operations, Compliance & Community Partnerships

- Maintain compliance with all local and state licensing requirements (e.g., OCFS, DOH, DOE), including preparing for inspections and audits.
- Manage the department's expense budget, including planning, tracking, and reporting in coordination with the CPO.
- 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 the primary liaison for school principals, parents, and other community stakeholders; provide leadership in addressing concerns and resolving issues.
- Represent the Carver Center at community events, school functions, and stakeholder meetings to elevate the visibility and reputation of the School Age Programs.

PREFERRED POSITION QUALIFICATIONS

- Minimum Associate's degree in a related field or equivalent, with a required New York State School-Age Child Care (SACC) Credential or a minimum of 18 college credits in Education (or a related field).
- Proven experience managing budgets, supervising staff, and leading multi-site programs.
- Demonstrated knowledge of OCFS regulations and licensing procedures.
- Understanding of youth development principles, SEL, and enrichment program best practices.
- Strong leadership, communication, organizational, and conflict resolution skills, with the ability to take initiative and exercise sound, independent judgment within agency policy.
- Ability to relate effectively to diverse groups across all social and economic segments of the community.
- Comfortable performing in a fast-paced, deadline-driven environment.
- Proficiency with Microsoft Office (Excel, Word, etc.).
- Bilingual in Spanish preferred, not required.

COMPENSATION & BENEFITS

This is a full-time, exempt, salaried position based in the organization's Port Chester office. The typical work schedule is **Monday through Friday, 9:30 a.m. to 5:30 p.m.**, with some extended evenings and weekends required to support special events and organizational needs.

The salary range is **\$72,000–\$79,000**, commensurate with relevant qualifications and experience. The organization offers a **competitive benefits package**, including medical, dental, and vision insurance; group term life insurance; long-term disability; accidental death and dismemberment insurance; a 401(k) plan; and generous paid time off.

HIRING PRACTICES

Carver Center is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, religion, sex, gender identity, age, sexual orientation, national origin, veteran, or disability status.

TO APPLY

The search is being conducted by The Strategy Group. Please submit a resume and a compelling letter of interest via email. All cover letters and resumes should be sent as ONE PDF DOCUMENT titled "Last Name Cover Letter and Resume" to nonprofitjobs@thestrategygroupllc.org. Please title emails as CARVER CENTER SEARCH in the Subject Line. Applications will be accepted until the position is filled.