



UNITED SOUTH END SETTLEMENTS

The mission of United South End Settlements (USES) is to harness the power of our diverse community to disrupt the cycle of poverty for children and their families. USES believes families have the best chance of reaching their potential when they have long-term, holistic support. Our goal is to empower families in the South End and the surrounding areas to stabilize, achieve economic mobility, and become more resilient through access to resources and connections to a diverse social network. We have integrated our programs and implemented new initiatives to support the *whole* family, providing children and youth with early childhood education, club48 after school programs, and Camp Hale, a summer camp on Squam Lake in New Hampshire. We also support parents and caregivers to identify and pursue goals important to their family through one-on-one coaching and provide job training, placement, and career development. We value diversity in every setting and are committed to building diverse social networks of individuals with various backgrounds, skill sets, and perspectives who share our vision for disrupting the cycle of poverty. *To learn more, please visit our website at www.uses.org.*

USES Core Values

- **Community:** We believe in **engaging the entire community** as a catalyst in our model of service that helps children and their families build strong, trusting and mutually beneficial relationships.
- **Diversity:** We believe that we **achieve the greatest positive impact** on children and their families when we include people from various backgrounds, skill sets, and perspectives in disrupting the cycle of poverty.
- **Opportunity:** We believe that **all people have potential and deserve access** to top quality educational and economic opportunities.

USES Organizational Norms and Behaviors

- **Collaboration:** Finding ways to **Work Together** with each other and across our departments and positions
- **Positivity:** Having a **“Can Do” Attitude** even when things are tough or stressful
- **Transparency:** Having **Open Communication** by sharing successes, challenges and ideas with each other
- **Excellence:** Doing the **Best We Can** all the time with everything we do

Assistant Director of club48

GENERAL DESCRIPTION

Reporting to the Director of Early Childhood Education (ECE) and Out of School Time (club48), the Assistant Director is responsible for day to day operation of the school-age program, including: program development; outreach, curriculum and daily planning; maintaining systems and programs

for staff, parents and children; providing quality services to families in compliance with state and local regulations, best practices in the field, and USES policies and procedures.

RESPONSIBILITIES

Organizational Responsibilities:

- Embrace and contribute to the two-generation model at USES to create opportunities for and addressing needs of both children and their parents/caregivers together.
- Partner closely with the Director of ECE and OST and other program staff to create more seamless transitions between USES youth programs and to capitalize on opportunities to better support low income families
- Participate in cross-program meetings and facilitate the sharing relevant information pertaining to families engaged in multiple USES programs
- Support the collection and use of data for continuous program improvement; complete monthly and quarterly program reports
- Work with other USES staff to plan and implement agency wide workshops, celebrations, field trips and engagement activities for children and families

Program Management & Operations

- Responsible for day to day operations of school-year and summer programming including staff schedules
- Conduct outreach to ensure full enrollment in program, conducts tours and interviews prospective families in collaboration with the Director of Program Administration
- Supervise staff, volunteers, and interns including individual supervisions, weekly team meetings, and annual evaluations
- Serve as lead on hiring, training, and orientation, including summer teen employees (BCYF, ABCD, PIC, etc.).
- Help complete IDIPs for staff and ensure staff receive access to professional development opportunities, 16 hours each fiscal year
- Enforce personnel policies that will ensure the highest possible standards of professional staff;
- Supervise and make recommendations regarding policies and procedures and parent handbook
- Draft parent communication regarding program updates, meetings and conferences. Serve as first line of contact regarding emergencies or concerns, looping in the Director of ECE and OST and VPs as relevant
- Ensure enrollments, attendance, assessments, meals and other relevant information is captured in Salesforce
- Partner with USES' development department in the preparation of funding proposals and grant materials
- Partner with USES' marketing department to develop new marketing materials (brochures, fliers, newsletters and family engagement materials)
- Provide backstop coverage for programs when needed

Regulatory Compliance:

- Ensure that the program maintains all of the required licenses, complies with DEEC

standards/policies for School Age Child Care program including the Quality Rating and Improvement System

- Oversee personnel files in compliance with DEEC regulations
- Support Director of Operations in performing Monthly Fire Drills and any other safety training according to state regulations
- With support from Director of Program Administration, serve as lead on any program-specific inspections or compliance requirements

Program Quality:

- Oversees curriculum and structure of program including field trips; ensures integration of STEAM and activities that align with desired short-term outcomes. Works with Director of ECE and OST and VP of Programs on strategizing around long-term curriculum planning.
- Develop a behavior management plan promoting a positive discipline policy that emphasizes personal safety and emotional well being with children, parents, and staff at all times. Ensure proper documentation of behavior issues or concerns.
- Oversee program partnerships, such as MFA Artist Project, and Northeastern Service Learning; support Director of ECE and OST in building closer school relationships
- Stays abreast of trends and implements research and best practices from the field

Financial

- Handle supply orders
- Track expenditures and make recommendations to Director
- Responsible for conducting outreach as needed and helping Director ensure that the mix of students is consistent with USES' philosophy of creating intentionally diverse communities
- Maintains administrative records such as receipts, bills and statements from vendors

Accepts other duties as assigned

QUALIFICATIONS

- Have a deep commitment to USES' mission & core values.
- Interest in working holistically with families in a program where the philosophy and emphasis is on a strong family involvement in all phases of the program
- Excellent organization, communication and managerial skills
- Energetic and positive attitude, with ability to engage in collaborative problem solving
- Spanish or a second language preferred
- Have at least four years of experience working with school age children, including supervisory experience
- DEEC Director qualified by Department of Early Education and Care (EEC) regulations preferred; experience with DEEC strongly preferred
- Bachelor's Degree in Child Development, Elementary Education, Child Guidance, Human Services, Psychology, Education, Child Psychology, Social Work, Sociology, or a related field preferred

PHYSICAL REQUIREMENTS (with or without accommodation)

- Must be able to climb, stoop, reach, stand, lift, feel, talk, hear, and be capable of repetitive motion

- Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly
- Work requires close visual acuity
- Position is not substantially exposed to adverse environmental conditions

The above statement reflects the general details considered necessary to describe the principal function of the job identified and shall not be considered a detailed description of all the work requirements that may be inherent in the job.

Signature: _____ Date: _____