

## Job Description



**Boston Chinatown  
Neighborhood Center**  
波士頓華埠社區中心

Job Title

**Program Director**

Date: 7/12/2021

Department

**Red Oak After-school and Summer Program**

### Position Summary:

#### **Program Description: Red Oak After School Program**

Red Oak is a licensed school-age childcare program which provides care for around 100 children in Chinatown and neighboring communities. Red Oak provides after school learning opportunities, including homework help, arts, literacy and recreational opportunities. Red Oak is open after school and full days during school vacations, summer and Boston Public School professional days.

The Director is responsible for the maintaining the daily operations of the program, supervision of program and administrative staff, volunteers and all aspects of program development. During COVID-19, s/he is responsible to maintain all staff to follow health and safety guidelines & regulations from Center for Disease Control and Prevention (CDC) and Department of Early Education and Care (EEC). S/he is responsible for staff recruitment, onboarding, development and supervision; program planning; curriculum design, ensuring conformity to state and local regulatory requirements; family engagement and record keeping and reporting. S/he works with family services to develop and implement parent services. S/he maintains positive relationships with Josiah Quincy Elementary School (JQES) and Boston Center Youth and Families (BCYF) and works with the Director of Child Care Services to evaluate and develop program resources.

### Major Position Functions:

#### **30% Program design and development**

Design and implement educational and enrichment activities that are developmentally appropriate for school age children; implement behavior management systems that supports a positive learning environment; ensure curriculum supports extended learning in basic skills and reflects the Massachusetts Curriculum Frameworks

#### **40% Staff Supervision:**

Hire, train, coach, supervise and evaluate group leaders in Red Oak curriculum and systems. Design and maintain staffing patterns in accordance with EEC regulations.

#### **10% Administration**

Form policies and procedures; organize and maintain teaching resources; ensure data collection and maintenance; oversee EEC required staff and student records, respond to specific tasks while maintaining overall awareness of all program issues.

#### **10% Fiscal Management**

Develop and monitor budget, track expenses; oversee contracts, grants and report to funders

#### **5% Partnership**

Maintain partnership with other BCNC programs in order to provide parent services including, orientation,

**Boston Chinatown Neighborhood Center, Inc. (BCNC)**

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Phone: 617-635-5129 | Fax: 617-292-1887 | [www.bcnc.net](http://www.bcnc.net) | [info@bcnc.net](mailto:info@bcnc.net) | Federal ID: 23-7209691

facilitation of a parent advisory, planning parent educational workshops and events and meeting with parents when there are concerns.



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#### 5% Internal/External Coordination and Collaboration

Participate in administrative meetings; attend Council meetings as requested; participate in special committees and agency hiring committees; participate in collaborations and partnerships; represent and advocate for program/agency in provider, community, and funding networks; other duties as required.

#### Skills and Experience Required:

##### Required:

- BA/BS in education or experience in childcare field
- Experience in planning and implementation of a quality rating and improvement system (QRIS) level two requirements.
- Excellent leadership, management, communication, and interpersonal skills
- Has experience with behavior management systems, positive youth development, curriculum development and leading activities with children and youth.
- Program design and evaluation processes
- Working closely with development team on grant proposals or reports
- Oversee and monitor program's budget and track expense
- Strong writing skills
- Comfortable using technology and its applications in both management and learning
- Strong supervisory and coaching skills
- Cultivate and manage relationships with all stakeholders, including but not limited to parents, school staff, funders, policy makers, community-based agencies, strong work ethic, love of learning with ability to work independently, a self-starter
- Familiarity with EEC regulations and policies
- Experience working with school age children
- Positive attitude and professional demeanor

##### Preferred:

- Experience administering an out of school program or youth programming
- Bilingual speaking proficiency in English and Chinese dialect (Mandarin or Cantonese preferred)
- Experience in a multicultural setting
- Familiarity with the Greater Boston's Chinese Community and immigrant communities

##### Physical Requirements (examples below)

- Must be able to climb, reach, stand, talk, hear and be capable of repetitive motion; Work Requires close visual acuity
- Position Requires lifting up to 20lbs occasionally and up to 10lbs frequently
- Position is not exposed to adverse environmental conditions

#### About BCNC

Boston Chinatown Neighborhood Center (BCNC) empowers Asians and new immigrants to build healthy families, achieve greater economic success, and contribute to thriving communities by providing a broad range of innovative and family-centered programs and services to more than 8,000 children, youth, and adults every year. BCNC is an equal opportunity employer. Resumes accepted until position is filled.

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