



Manager, After-School Programs

Are you passionate about helping children and adolescents reach their fullest potential? Do you thrive in a collaborative and compassionate community-based environment? Then you might be our next Manager of After-School Programs.

Reporting to the Executive Director, and as a key member of the leadership team, the Manager of After-School Programs will ensure programmatic excellence for school-aged children and teens who come to West Side Community Services.

West Side Community Services offers our employees a flexible and fun work environment with competitive salary (starting at \$40,000/year) and benefits including partially subsidized health insurance, 401k with employer match, professional development, employee assistance program, four weeks of paid time off and 15 paid holidays.

As the Manager of After-School Programs, you will be responsible for ensuring that the school-aged child care and teen programs at West Side Community Services meet all standards, expectations, and regulations, including NYS OCFS SACC, CACFP, Erie County Department of Health, City of Buffalo, and other funding/licensing agencies. The Manager will work collaboratively to plan, organize and implement a structured program consisting of engaging educational, enrichment, and recreational activities according to age group. In addition, the Manager will ensure a high level of quality, communication, and collaboration within the school-aged and teen programs that serve nearly 100 youth annually.

Essential Functions:

- Plan, organize, and implement a structured program consisting of engaging educational, enrichment and recreational activities according to age group.
- Manage administrative issues such as data entry, human resources, reports, meals/snack, space, security and all other administrative duties/documentation required or assigned, to attain established goals successfully.
- Ensure that supplies and equipment are kept safe and are available to operate a successful program.
- Promote literacy, multiculturalism, parent and community involvement through appropriate program enhancements and activities.
- Maintain accurate records, pertaining to licensing requirements, staff/child health and safety.
- Recruit, interview, hire, train and supervise staff according to WSCS policies and SACC requirements.
- Evaluate and document staff performance informally and formally during the year.
- Develop community relations with other community organizations or programs.
- Facilitate collaborative programs and internship opportunities with area colleges and universities.

- Supervise and plan the summer component/responsibilities and duties as assigned, including securing the DOH license.
- Actively participate in designated meetings, training sessions and special events.
- Maintain program budget
- Other activities and duties as assigned.
- Follow and maintain sanitary habits in accordance with CDC guidelines.

Education, Skills and Experience:

- Associate's degree in Child Development, Elementary Education, Physical Education, Recreation or a related field and two (2) years direct experience working with children less than 13 years of age, including at least one (1) year in a supervisory capacity in a child care program or related field of work OR NYS Children's Program Administrator credential and two (2) years direct experience working with children less than 13 years of age, including at least one (1) year in a supervisory capacity in a child care program or related field of work. Additional experience with teens preferred.
- Proficient in Microsoft Office and Google Suite.
- Current CPR/First Aid certifications preferred.
- Ability to establish and maintain positive relationships.
- Ability to use analytical, interpretive and evaluative thought in making decisions and solving problems.
- Ability to communicate effectively orally and in writing.
- Experience working with diverse populations.
- Must be available to work on-site, Mon-Fri, 12:00pm – 8:00pm, with occasional weekend flexibility.

West Side Community Services has been a pillar of our community for nearly 50 years. We foster the stability, security and well-being of our vibrant and dynamic community by engaging, connecting, and supporting its residents. West Side Community Services' vision is to be the organization that advocates for opportunities and generates possibilities for all people in our community at every stage and from every walk of life. Our programs serve youth, seniors, families, and promoting food security. More information can be found at: wscsbuffalo.org

To apply for the position, please send cover letter, resume, and three professional references to info@wscsbuffalo.org. Applications accepted until position is filled.