



111 Division Street ■ New York, NY 10002 ■ Phone: (917) 509-1861 ■ Fax: (212) 964-6003 ■ www.aplaceforkidsny.org

Date: October 9, 2016
Job Title: Director
Location: New York, NY
Job Status: Part-Time/Full-Time

Organization History and Mission

A Place for Kids (APFK) is an educational institution providing quality cultural enrichment to support a child's opportunity to succeed in the future. Over 45 years old, APFK was founded by a group of community minded college students from the City College of New York who realized the dire need for low-cost year-round childcare for the children in lower Manhattan.

A Place for Kids provides after-school programs at two sites, PS 2, 122 Henry St @ Pike St in Chinatown and PS 34, 730 East 12th St @ Ave D in the Lower East Side and a summer program in PS 2, for ages four to eleven. We serve families living or working in lower Manhattan. We provide recreation, homework assistance, a nutritious meal, and enrichment.

Job Description

The Director will report to the Board of Directors and is responsible for the leadership of APFK. The Director will participate with the Board of Directors in developing a vision and strategic plan to guide the organization and will be responsible for implementing the vision. The Director's responsibilities:

- Develop an operational and strategic plan which incorporates the goals and objectives of APFK
- Oversee the efficient and effective daily operation of the organization
- Oversee contracts with the Health Department, Department for the Aging, amongst others
- Recruit, interview and select staff that have the right educational and personal abilities to help further APFK's mission. Additionally, director will oversee development of professional staff
- Research funding sources, oversee the development of fund raising plans and write funding proposals to increase the funds of the organization
- Manage administration of organization's finances – work closely with the board, bookkeeper, and accountant
- Establish good working relationships and collaborative arrangements with community groups, partnering organizations, funders, parents, and school personnel
- Organize and manage volunteers and interns from partnering organizations (AAYC, NYU, etc.)

Job Qualifications

- Bachelors degree in Education or Social Sciences
- Minimum of two years direct experience working with children under the age of 13, including one year in a supervisory capacity
- Budget management experience required
- Ability and willingness to write grant proposals
- Proficiency with computers and standard productivity tools (MS Word, MS Excel required / Quickbooks preferred)
- Minimum of two years administration experience preferred
- Fundraising experience preferred
- Bi-lingual Chinese (Mandarin) skills preferred

Salary is commensurate with experience. If you are interested in applying, please email your cover letter and resume to info@aplaceforkidsny.org. (Equal Opportunity Employer)