



301-305 N. 9th Street, Philadelphia, PA 19107
215/922-2156 www.chinatown-pcdc.org

August 2019

FULL TIME SITE DIRECTOR FOR OST PROGRAM JOB DESCRIPTION

PHILADELPHIA CHINATOWN DEVELOPMENT CORPORATION

PCDC was established in 1966 as a nonprofit, grassroots, community-based organization. Its mission is to preserve, protect, and promote Chinatown as a viable ethnic, residential, and business community. Programs focus on providing affordable housing and related services to all members of the community, neighborhood planning and advocacy, economic and industrial redevelopment, and general family support services.

JOB DESCRIPTION

The Philadelphia Chinatown Development Corporation (PCDC) is searching for a Site Director to manage our Out-of-School Time (OST) program for High School Youth. The “High School Model: Career Preparation” program will use the Athletics and Health delivery model to include college and career preparation, SAT classes, academic support, and leadership development activities. The Director is responsible for the general management of the program, including program planning, and coordinating daily.

KEY RESPONSIBILITIES

- Oversee youth activities including career development activities and an athletics program-delivery model consistent with OST program design
- Supervise the Group Leader
- Facilitate programming that youth attend consistently
- Help to close the enrichment gap for young people and families in Philadelphia by delivering access to high quality experiences in athletics and health to at-risk youth
- Assist with youth recruitment strategies
- Direct program activities and lead trips and events
- Manage data collection and reporting
- Work with staff to ensure that all staff records, youth records, activity records, and attendance records are accurate and up-to-date in City Span

QUALIFICATIONS

The Director must have attained one of the following qualifications:

- **Bachelor’s degree from an accredited college or university in early childhood education, child development, special education, elementary education, or the human services field and 1 year of experience with children**
- Bachelor’s degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education, or the human services field and 2 years of experience with children

- Associate degree from an accredited college or university in early childhood education, child development, special education, elementary education, or the human services field and 3 years of experience with children
- Associate degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education, or the human services field and 4 years of experience with children

Send cover letter and resume to **PCDC, Attn: Rachel Mak, 301 North 9th Street, Philadelphia, PA 19107** or email to rmak@chinatown-pcdc.org.