

Martin Luther School, 60-02 Maspeth Ave., Maspeth, NY

seeks to hire a

**AFTER SCHOOL PROGRAM DIRECTOR**

with an immediate start date.

**Our Mission**

Martin Luther School embodies Christ’s love for a diverse community , where our

students are encouraged to grow in faith and flourish in academics, the arts, athletics

and life.

·**Qualifications**

The After -School Program Director/Supervisor shall be a committed Christian and a member in good standing of a Christian congregation. S/he shall have a bachelor’s degree from a four-year college or university; have three or more years of related experience or have the equivalent combination of education and experience unless waived by the Executive Director. S/he will be committed to fulfilling the mission statement of the school.

**Qualifications**

* + Bachelor’s Degree,
  + 3 or more years of experience in after school care /programs
  + Valid NY State driver’s license
  + -First Aid /CPR certified
  + A committed member of the Christian Faith

**Job description**

* + He/she will be responsible for the daily operations of the soon to be newly launched "Martin Luther Learning Center" -After School program that will be conducted 5 days per week from 2:45 pm – 6pm.
  + This position includes setting up the program, monitoring students, and making sure the program is running smoothly.
  + The development and implementation of an after-school program budget, the coordination and supervision of personnel, and the assessment of program effectiveness
  + The director will oversee the activities, programs, and policies of the program.
  + He/she will be responsible for the coordination and management of resources and for planning, organizing, and running the after-school program for our students and our nearby community.
  + He/she will be responsible for creating and implementing a schedule of activities ensuring that the program is of high quality, age-appropriate and safe.· He/she will be responsible for the daily operations of the soon to be newly launched "Martin Luther Learning Center" -After School program that will be conducted 5 days per week from 2:45 pm – 6pm.
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Job Type: Part-time

* Salary: $20.00 - $27.00 per hour
* Schedule:
* 4-hour shift
* After school
* Monday to Friday
* Ability to commute/relocate: Maspeth, NY 11378:
* Reliably commute or planning to relocate before starting work (Required)
* ***Interested Candidates please email Mr. James Regan Executive Director at jregan@martinluthernyc.org***