

POSITIONS AVAILABLE -- CLUSTER Community Services

YOUTH & FAMILY PROGRAMS

DIRECTOR, YOUTH & FAMILY PROGRAMS – F. T. Position

Provide direction, administration, and supervision of all Youth & Family Programs and staff. Responsible for recruitment, hiring, and training program staff and volunteers, the development and administration of the budget, monitoring contracts and ensuring compliance with government regulations, developing new programs and seeking new sources of funding to enhance the operation of the program.

YOUTH PROGRAM ASSISTANT – P.T. Position, 15-20 hrs/wk.

Assist Youth & Family Program Director in program administration including maintaining program data, keeping accurate records, fulfilling reporting requirements, staff training, and seeking resources to enhance the program's operations.

COORDINATOR, Advantage After-School Program – P.T./F.T. 20-35 hrs/wk.

Provide direction, administration and supervision of Advantage After-School Program serving 125 elementary school-aged children at the Scholastic Academy in Yonkers.

COORDINATOR, Community After-School Program – P.T. 15 hrs/wk.

Provide direction, administration and supervision of a community after-school program, located in Southwest Yonkers, which serves 30 elementary school-aged children.

GROUP LEADERS, After-School Program – P.T. 10-15 hrs/wk

Ensure the safety and well being of children participating in after-school program. Assist children with homework, supervise and administer recreational and enrichment activities during after-school hours.

For further information or to apply, please e-mail careers@clusterinc.org or fax resume and cover letter to 914-963-4566 to the attention of: Youth & Family Programs.

CLUSTER Community Services is a multi-service non-profit social service agency located in Yonkers, N.Y.