



POSITION/TITLE: After School Program Manager

DEPARTMENT: Education

SUPERVISOR: Director of After School Programs

FULL TIME/PART TIME: Full-time

EXEMPT/NON-EXEMPT: Non-Exempt

Brooklyn Children's Museum (BCM) is the world's first children's museum and a pioneer in the field of informal learning. Inspired by the energy and diversity of its borough, BCM's programs and exhibits engage children between the ages of 2 and 10, and their caregivers, through play-based learning at the intersection of culture, the arts, and science. The Museum serves 300,000 visitors annually and operates in 130,000 square feet of indoor and outdoor space. Learn more about BCM's Theory of Change, Diversity, Equity & Inclusion Plan, exhibits and programs at www.brooklynkids.org.

POSITION SUMMARY

Brooklyn Children's Museum is currently seeking enthusiastic, creative, and highly organized After School Program Managers for our After School Programs at PS 191, PS 705 and PS 316 in Brooklyn. The programs serve between 60 and 140 participants each in grades K-5, engaging them in daily tutoring, STEAM programming, and field trips on DOE holidays. The Manager will manage the online portal for DYCD, serve as primary administrator of the program, as well as oversee all program development, logistics, training, and compliance. Successful candidates will be organized project managers; creative thinkers and problem solvers; strong verbal and written communicators; and dynamic team leaders. Ability to work with diverse audiences and be a strong collaborator are essential. BCM seeks candidates who share our commitment to creating a respectful, collaborative, purpose-driven and joyful work culture.

RESPONSIBILITIES INCLUDE:

- Supervise, coach, evaluate, hire, and onboard Site Supervisors, Group Leaders, Lead Educators, and seasonal staff.
- Oversee daily program operations, staffing, attendance, schedules, field trips, and special events.
- Initiate, review, and approve all curricula for after school and summer programming by meeting regularly with After School educators to ensure quality programming.
- Actively participate in museum-wide initiatives, seek out opportunities for cross training and represent BCM After School at interdepartmental meetings.
- Ensure compliance with OCFS, DOE, DYCD, DOH, and BCM policies.
- Serve as point person for DYCD and DOH site visits
- Manage budgets, purchasing, reporting, and program data.

- Maintain audit readiness and oversee incident reporting and staff training.
- Support grant-related activities including program implementation, data collection, evaluation, and reporting.
- Serve as the main liaison for families of program participants and plan 4-6 family orientation or engagement events per year.
- Develop and nurture partnerships with school to support programming.
- Participate in professional development related to after school program delivery and museum education.
- Other responsibilities as assigned.

GENERAL SCHEDULE

Monday through Friday, 10:00am to 6:00pm. The distribution of onsite and offsite work time will be set by the employee in conversation with their supervisor.

PREFERRED QUALIFICATIONS:

- B.A. in Education, Child Development, Museum Studies or related field required.
- At least 18 credits in child development, elementary education, physical education, recreation, or a related field or a valid New York State School-Age Care (SAC) Credential required
- Experience working in a DYCD funded and/or School Aged Child Care Licensed After School program setting preferred.
- Three to five years experience in K-12 youth development required.
- 2 years supervisory experience in youth programming.
- Experience developing curriculum and leading diverse staff.
- Exemplary verbal, written communication, and project management skills
- Proficient with Macs, PCs, Microsoft Office, Google Suite and Excel

SALARY AND BENEFITS

The annual salary range for this role is \$65,000-\$70,000. Full-time staff at BCM receive family health, individual dental, and life insurance benefits at no charge to employees.

APPLY

Please send a cover letter and resume as 1 PDF to careers@brooklynkids.org with “[Your Last Name] –After School Program Manager in the subject header. Applications will be reviewed on a rolling basis.

Only those candidates selected for an interview will be contacted. No telephone calls for position inquiries, please.

Brooklyn Children’s Museum is an equal opportunity employer. We value a diverse workforce and an inclusive culture. BCM encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, and veteran status.