Director, Special Needs Enrichment Services

The JCCMW provides enrichment programs that are appropriate for children and adolescents with ADD, ADHD, speech/language delays, learning disabilities, Autism Spectrum Disorder, Asperger’s Syndrome, PDD, or any other developmental, social and/or emotional challenges. In addition, the JCC has a monthly support group for adults with developmental disabilities.

Responsibilities include but are not limited to:

- Plan, develop, implement, supervise and evaluate all department programs
  – (as of 2019/2020): Sunday/Funday, Sunday Lunch Bunch, Tai-Chi, SibConnection, Circle of Friends, Swim Groups, Social Skills Group, STEM, Gymnastics, Dance, Karate and Saturday Night Social
- Determine profitability and success of current programs
- Alter curricula, programs and offerings as needed to ensure continued success
- Conduct new family intake to determine fit within programming and provide ongoing customer service to meet the needs of all department families
- Recruit, hire, train and supervise all staff and volunteers in all programs within the special needs enrichment services department
- Conduct interviews and coordinate all needs of volunteer program that supports 50+ typical teen volunteers (ie. interviews, annual paperwork, training, placement, communications, etc.)
- Create and manage budgets for all enrichment programs and annual department budget
- Assist in identifying, stewarding and acquiring funding sources (ie. grants, donations, etc.) to maintain and expand JCCMW programs and services for those with special needs
- Carry out extensive outreach activities, collaborate with related agencies/organizations, and continue to develop programs supported by partnerships developed
- Administrative work and accurate maintenance of all records (participants, reporting, financial, grants, etc.)
- Market and conduct outreach in service area to maximize awareness, partnership and participation of services available
- Ability to maintain flexible work schedule including presence during all major programs
- Serve as an active member of community special needs task force and/or groups
**Requirements:** This position requires knowledge of developmental disabilities for ages 3-21, and flexibility. It is a 30 hour/week position for 44 weeks of the year and 25 hours/week during the 8 weeks of summer (July/August). Hours are flexible but must include hours during program management.

- An MSW, Masters in Special Education or Masters in Developmental Psychology is highly desirable
- A passion for and experience with working with people with disabilities and their families
- Proven track record of supervising and managing a similarly complex program or department, as well as a demonstrated track record of creative innovation in programming
- Knowledge of and ability to provide leadership and expertise in the areas of child development, behavior management and program development
- Experience in fiscal management, department (multiple programs) budgeting and staff management
- Demonstrated experience with prioritization based on the complex needs of the department, families, children, and staff
- A proven ability to take a "big picture," strategic and visionary approach while providing tactical, operational direction to implement strategy
- Ability to manage simultaneous, multiple projects, establishing priorities and meeting deadlines
- Exceptional leadership, management, supervision, communication and motivational skills; functions well as the leader of a fully participative, engaged department, fostering a trusting and respectful environment
- Ability to relate and be a team player in a highly diverse environment including Executive Staff, Management, Program Staff, parents, volunteers, and children
- Ability to function with a high level of productivity, working independently and accepting direction
- Ability to research, write and execute grants
- Encourage and promote accountability at all levels while acting as a role model and mentor for staff
- Exhibit superior judgment, discretion, and confidentiality
- Proficiency in Microsoft Office Suite, Google applications and the ability to learn new systems
- Proven excellent interpersonal and writing skills
- Diplomacy and patience along with a sense of humor
- Familiarity with local community agencies who work with children, adolescents and adults with Developmental disabilities experience a plus

The JCC of Mid Westchester provides equal employment opportunities to all employees and applicants for employment, and prohibits discrimination based upon race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.