ABC is Hiring a Director of Children’s Programs

The Agassiz Baldwin Community is a private non-profit that provides services and programs for residents in Cambridge and neighboring communities. Our mission is to be a space that nurtures individual growth and creativity, builds connections, and serves as a forum for community advocacy. We believe in: welcoming and including everyone; lifelong learning; and fostering a culture of creativity and cooperation.

Our Children’s Programs have provided safe and enriching programming for children for over forty years. We serve a rich cultural community, providing a safe neighborhood environment where families and children can make friends, have fun, respect one another, and enjoy learning. We pride ourselves on an exceptional staff of teachers who are caring, attentive, and creative. Their dedication to supporting students’ social-emotional development through exploration and play makes our afterschool, summer, and youth employment programs exciting and memorable spaces to grow from junior kindergarten through eighth grade.

Following significant changes in programming due to the COVID-19 pandemic, the organization’s children’s programming is entering an exciting phase of rebuilding to meet new community needs. We are seeking applicants for the role of Director of Children’s Programs. The ideal candidate is an independent self-starter who is inspired by a commitment to inclusion and anti-racism work, and can build strong relationships with a diverse set of children/youth, families, coworkers, and collaborators. They will also have experience working in EEC programming in a management role, and believe in a strengths-based approach when supervising staff and creating behavior management plans for youth. In addition to site directors and program teachers, the Director of Children’s Programs will also supervise and collaborate with an agency caseworker to further advocate for and support program families in need of additional human services and support.

Responsibilities:

- Creatively adapt and plan children’s programming according to changing needs of the community and EEC guidance and regulations
- Supervise children’s programming site directors and program staff to ensure implementation of:
  - developmentally appropriate, play-based curriculum
  - strengths-based behavior management in partnership with families through clear communication and an eye toward problem-solving
  - Attend and lead regular staff meetings, supervisory meetings, conduct annual performance reviews
- Maintain licenses and accreditation through the Department of Early Education and Care
• Foster positive relationships while working with community school administration, staff, and partner organizations
• Collaborate with agency staff on agency-wide community events and initiatives as needed throughout the year
• Develop and oversee program budgets and maintenance of program spaces

Prior to being hired, a background check will be conducted as required by the EEC.

Schedule:
• Full time, 37.5 hours per week with daily schedule ranging from 7am to 7pm as needed. As our programming begins to stabilize, we expect this position will move towards a more set schedule.

Starting Salary: $60K annually

Benefits (following 90-day waiting period):
• Health, vision, dental insurance, FSA
• Retirement plan with employer matching
• Paid sick time and vacation time based on years of service

How to Apply:
Candidates should send a cover letter and resume as a single document to resumes@agassiz.org.

Our staff join us from all walks of life yet have a common interest in inclusive community organizing. We strongly believe in the value of diversity and inclusion and aim to build a team that represents people of many races, ethnicities, gender identities, sexual orientations, ages, and languages spoken. Employment is dependent on completing a background and fingerprint check. Agassiz Baldwin Community is an Equal Opportunity Employer.