



Strengthening Community, One Person, One Family at a Time

JOB DESCRIPTION

Title: TAP Lead

Supervisor: Director of Early Childhood & Youth

Work Hours: 37.5 hours/week

(M-F 9:30am – 6:00pm)

FLSA: Non-Exempt

Classification: Full-Time

Pay Rate: \$22.00/hr

Summary

Under the direct supervision of the Director of Early Childhood and Youth Development, the Teenage After-School Program (TAP) Lead will oversee both TAP-E and TAP-NW, ensuring the successful implementation of the Teenage After-School Program. This role involves coordinating activities, managing staff, and ensuring the program objectives are met across both sites. The TAP Lead is responsible for overall program development, staff supervision, and site management.

Job Duties

- Oversee and coordinate the TAP-E and TAP-NW programs, ensuring consistent implementation of program activities and objectives across both sites.
- Develop and implement strategies to support the holistic development of teenagers aged 14-18, including academic support, arts and culture, college and career readiness, leadership, and social-emotional learning.
- Supervise and support TAP staff, including After-School Educators, to ensure effective delivery of program components and adherence to program standards.
- Monitor and evaluate program effectiveness, including staff performance and youth engagement, and make recommendations for improvements.
- Facilitate communication and collaboration between sites to ensure consistency and share best practices.
- Ensure compliance with all relevant regulations and guidelines, including training and certification requirements.
- Support staff development by providing training, feedback, and resources to enhance their effectiveness.
- Manage administrative tasks related to the program, including scheduling, reporting, and maintaining accurate records.
- Serve as a liaison between the program and key stakeholders, including parents/guardians, community partners, and other agencies.
- Plan and execute special events and activities based on program themes, collaborating with staff and community members.
- Perform other duties as assigned by supervisor.

Additional Requirements

- Complete at least 15 hours of training within the first 6-months of employment and a minimum of 30 hours in a 2-year period.
- Complete all other training mandated by the New York State (NYS) Office of Children and Family Services (OCFS).
- Travel between sites as required.

Knowledge, Skill and Abilities

- Strong leadership and organizational skills with the ability to manage multiple tasks and priorities.
- Proven ability to work effectively with diverse groups, including youth and staff from various backgrounds.
- Knowledge of youth development principles and experience in managing after-school programs.
- Excellent verbal and written communication skills.
- Proficient in MS Word applications such as Outlook, Microsoft Word, Excel, etc.
- Strong problem-solving and conflict resolution skills.

Physical Elements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to physically perform stooping, kneeling, walking, lifting, grasping, pulling, standing, talking, hearing, running.
- Must be able to perform light work exerting up to 30 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Must possess the visual acuity to perform extensive reading, monitor children's activities, and complete records.
- Must be able to occasionally participate in sports and physical activities.
- Employees may be required to travel short distances.

Qualifications

- ***Preferred:*** Associate Degree in Early Childhood or related field; or Child Development Associate Credential with no additional experience required.
- ***Required:*** High School Diploma or GED and three (3) years direct experience working with teenagers.
- Must be cleared through fingerprinting, an employee criminal history review, and the NY State Central Registry.
- Certification in CPR/First Aid is highly desirable.
- Must possess own transportation, a valid NYS driver's license, and clear a driving check.



I can, with or without reasonable accommodation(s), perform the essential functions of this position:

Employee Signature: _____ *Date:* _____

Supervisor Signature: _____ *Date:* _____

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Nothing in this job description restricts CPGRs ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the agency's current assignment of essential functions. Those functions may change at any time as the needs of the agency change or for other reasons deemed appropriate by the CPGR.

The Community Place of Greater Rochester, Inc. is committed to the recruitment of a workforce which mirrors the diversity of recipients of agency services.

We are an Equal Opportunity Employer.