

YMCA of Greater Boston

Job Posting

Position Title: Site Director, YMCA International Learning Center (ILC) Boston
Position Type: Full-time exempt
Reports To: Director, New American Welcome Centers and Workforce Initiatives

The Site Director is passionate about our mission to support adult English language learners moving into thriving self-sufficiency in the U.S. workforce and culture. The position oversees a team of teachers and direct service staff to ensure quality programming that supports students' progress toward their next steps in postsecondary education, training, and/or employment leading to a family-sustaining wage.

Supervisory responsibilities include:

- Manage staff of 15+ teachers, advisors, and intake coordinators in on-site, off-site, and remote adult ESOL programs
- Oversee daily program operations to ensure highest quality of programming and adherence to funder requirements
- Partner with Director to build and manage program budgets
- Problem-solve student and teacher issues
- Lead and document monthly teachers' meetings and weekly staff meetings
- Coordinate internal and external teacher professional development opportunities
- Coach teachers on best practices and provide feedback
- Recruit, interview, hire, and orient new staff and AmeriCorps NAIP members
- Lead staff in continuous improvement planning

Administrative responsibilities include:

- Manage class schedule, monthly teacher assignments, and substitute teacher coverage
- Ensure high quality data capture and management in YMCA and funder databases
- Maintain up to date ESOL and advising curricula and oversee implementation
- Evaluate intake and assessment processes for efficiency, recommend and implement changes, and train staff
- Collaborate with Director to support branch integration and expansion of ILC programs
- Maintain communication with MassHire Career Centers and funders, write grant reports, and assist with proposals

Direct service responsibilities include:

- Substitute teach and teach all levels of adult English language classes as needed
- Administer BEST Plus 2.0, TABE CLAS-E and other assessments as needed
- Assist with intake, information sessions, and student orientations as needed
- Engage students as stakeholders in continuous improvement planning

The ideal candidate will have:

- Bachelor's or Master's degree in TESOL, Education, or related field
- Familiarity with DESE, ENB, and career center policies and requirements
- BEST Plus 2.0 and/or TABE CLAS-E Reading and Writing certification and ability to identify a student's language level
- Strong supervisory, organizational, and communication skills
- Advanced level proficiency with Microsoft Office Suite, databases, LMS platforms, and Zoom
- Strong math, data analysis, and problem-solving skills

Physical demands:

- While performing duties of this job, the employee is regularly required to stand, walk, talk, and hear
- The employee must occasionally lift or move up to 25 pounds
- Specific vision abilities of this job include close vision, distance vision, and the ability to adjust

Please apply online at [Careers - YMCA of Greater Boston \(ymcaboston.org\)](https://www.ymcaboston.org/careers)