



## **After-School All-Stars Greater Philadelphia Program Assistant**

### **What Defines Our Culture:**

Entrepreneurial · Collaborative · Transparent · Accountable · Proactive

### **Who We Are:**

Founded in 1992, [After-School All-Stars](#) (ASAS) is a national non-profit organization that provides free, daily afterschool programs to over 72,000 children in need on nearly 350 school sites in 19 chapters across the U.S. Offering daily programs that combine academic, enrichment, and health and fitness activities, ASAS is responding to America's high school dropout, youth obesity, student empowerment and economic crises.

ASAS launched programs in Philadelphia in October of 2014 and will be operating in five schools throughout Philadelphia and Camden this fall. We are looking for Program Assistants to support our programming at the William D. Kelley School, the Vare-Washington School, Conwell Middle Magnet School, and Mastery North Camden.

### **What We Need:**

Working directly with our students and reporting to the Site Coordinator, Program Assistants (PAs) play a critical role in helping ASAS Philadelphia achieve its mission of providing comprehensive after-school programs that keep children safe and help them succeed in school and in life. PAs will be responsible for organizing homework help, leading a weekly enrichment club, and supporting after-school Lead Educators in effectively carrying out program operations and policies to achieve program goals, meet needed requirements and facilitate participants' learning of new knowledge and skills. The ideal candidate will demonstrate an ability to relate to and work well with diverse children and youth and a commitment to learning, skill building and professionalism in the education/youth development field.

### **What You'll Do:**

- Work with Lead Educators in conducting "hands-on" motivating, challenging and engaging enrichment programming in a safe and welcoming environment.
- Lead two classes daily – homework help and an enrichment class (ie/ yoga, soccer, chess, art, etc.)
- Provide support to help participants effectively complete their schoolwork and conduct activities that promote effective organizational and study skills.
- Conduct activities to promote healthy choices and the avoidance of risky behaviors.
- Collaborate with a team of educators, volunteers, school partners, and program staff to provide students with a comprehensive after-school experience.
- Carry out safety, emergency, recordkeeping, reporting and other operational procedures to ensure participants are safe and healthy and program goals and needed requirements are met.
- Promote positive relationships between ASAS and school staff, families, and students.

### **What You'll Need**

- Completion of at least 1 year of undergraduate classroom training in education and/or 2 years of relevant work experience.
- Experience working with large groups of diverse youth in a school-based or youth development setting (sports teams, camps, mentoring).
- Familiarity with the principles and methods of lesson planning and delivery.
- Familiarity with the techniques used in supervision and instruction of elementary and middle-school aged youth in a school setting.
- Ability to work collaboratively with peers, share program-related information and share in collective tasks.
- Ability to use email to communicate with program staff and key stakeholders.
- Ability to obtain required government clearances to work in a school.
- Ability to communicate effectively orally and in writing.
- Commitment to learning, skill building and professionalism on the job.

**Typical Work Hours:**

School year: Monday-Friday 2:30-6pm

**Compensation:**

\$15 per hour

**How to Join:**

Our core values make this a very special place to work and also drive a culture committed to exceptional performance and results. If you would like to be part of our dynamic organization, please submit your resume and cover letter to Jane Horstmann, ASAS Program Director at [jane.horstmann@as-as.org](mailto:jane.horstmann@as-as.org). Please put "Program Assistant" and your last name in the subject heading. Your cover letter should highlight the skills you will contribute to the team and your experience working with young people in urban communities. If you have preference about the school community you would like to serve, please address that in your letter.

Funded in full or in part with a grant by the Pennsylvania Department of Education. To learn more about ASAS Philadelphia, please visit our website:

<http://asasphiladelphia.org>

