



After-School All-Stars Greater Philadelphia Site Coordinator

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 is currently operating in five schools - two schools under a PA 21st Century Community Learning Centers grant. We are looking for Site Coordinators to lead our programming at the William D. Kelley School, Conwell Middle Magnet School, and Mastery North Camden.

What We Need:

Reporting to the Program Director, the Site Coordinator (SC) plays 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. The SC will be responsible for managing the daily operations of an ASAS Greater Philadelphia after-school program at one of our local school sites to ensure that the educational, behavioral and financial objectives of the program and the needs of the staff, youth, families and public are met. The ideal candidate will be instrumental in ensuring safe operation of an ASAS Greater Philadelphia after-school program and facility as well as effective educational programming for participating students.

What You'll Do:

- Maintain regular communication with school administrators, teachers, program participants and other stakeholders to promote awareness of ASAS' mission and goals, alignment between specific activities and program goals, and foster good relations between after-school and school-day staff.
- Manage program staff and volunteers, conducting regular observations, sharing feedback and identifying areas for professional development.
- Assist with site staffing and managing HR compliance for hiring and payroll.
- Oversee site operations and budget to ensure that staff receive needed materials, supplies and preparation time.
- Design program activities that support program goals and incorporate the needs and interests of program participants, their families and the broader community, including field trips and culminating events.
- Provide opportunities for program participants to expand their knowledge of their community and showcase their learning.
- Ensure site compliance with policies to achieve program goals and meet needed requirements, including safety, emergency, recordkeeping and reporting procedures.

- Use program data and other tools to assess the effectiveness of program activities and guide staff in program improvement.
- Communicate with families about ASAS, and individual participants' strengths, successes, achievements and progress.

What You' ll Need

- An undergraduate degree and at least 3 years of experience in program management or in a supervisory role in the educational or recreation field overseeing various activities, such as school-based educational programs, youth sports and/or cultural programming.
- Knowledge of the principles and methods of after-school program planning and curriculum.
- Knowledge of the techniques used in supervision and instruction of elementary and middle-school aged youth in an after-school setting.
- Ability to plan, organize and direct the work of subordinates and volunteers.
- Ability to design and manage a comprehensive after-school program that includes academic, enrichment, and health and fitness activities.
- Ability to develop and maintain effective working relationships with employees, partnering organizations, civic groups, and the general public.
- Ability to obtain required government clearances to work in a school.
- Ability to communicate effectively orally and in writing including using email to communicate with program staff and key stakeholders.
- Commitment to learning, skill building and professionalism on the job.

Work Hours:

School year: Monday – Friday: 1:00 pm – 6:00 pm

Compensation:

\$17-\$24 per hour; commensurate with experience

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, Program Director at jane.horstmann@as-as.org. Please put "Site Coordinator" 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.

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>

