



After-School All-Stars Philadelphia
Position: Part-Time Program Leader

NOW HIRING PASSIONATE AND TALENTED PROGRAM LEADERS! Do you love working with kids? Are you interested in teaching your passion to students? Are you a kid at heart? AFTER-SCHOOL ALL-STARS IS THE PLACE FOR YOU! Now seeking Program Leaders to teach dance, drama, cooking, step, jewelry making, spoken word, and/or music at two middle schools in Philadelphia.

After-School All-Stars (ASAS) is one of the leading national after-school program providers in the country. Our comprehensive school-based programs combine activities and learning to help build the knowledge and skills children need to succeed, both in school and in life. ASAS is building a national model for after-school program delivery, serving over 87,000 at-risk youth through our 14 chapters. For the 2014-2015 School Year, we are looking for program leaders for a new school site.

Reports to: Site Coordinator/Program Manager

Location: Philadelphia, PA

Work Hours: This is a part time position. Typical hours are Monday – Friday, 3:00pm – 6:00pm

Compensation: \$12-15/hour depending on experience

Roles and Responsibilities

The part-time Program Leader, under the direction of the Program Manager and school principal, is responsible for the daily implementation of the After-School All-Stars program model:

- Supervise students at all times
- Be at the school site during program hours, approximately 3:00-6:00pm
- Prepare and plan activities that reflect the required program curriculum
- Follow enrichment/academic/health and fitness schedules accurately
- Gauge student interests and interact with students to ensure that all students are always engaged in the learning process
- Work in conjunction with the Program Manager and fellow Program Leaders to ensure the smooth delivery of program activities
- Complete attendance accurately and report absentees to the Program Manager
- Follow the ASAS code of student conduct when disciplining students
- Report disruptive behavior to the Program Manager
- Assist with the distribution, supervision, and clean-up of snacks in the cafeteria
- Follow proper reporting of time worked by adhering to ASAS sign-in/out procedures and notifying the Program Manager of any absences in advance
- Report areas of concern to the site coordinator
- Prepare supplies, materials, and any other items needed before meeting the students

- Support teachers during academic hour to maintain an atmosphere that is conducive to studying and learning
- Attend professional development activities and meetings provided by ASAS
- Ensure cleanliness of classrooms, auditorium, and other areas where the program is held
- Maintain professional and positive relationships with school staff, including principal, teachers, janitors and office staff
- Organize student recruitment and promote the program
- Maintain an inviting, safe, orderly environment
- Develop schedules that incorporate student interests, required curricula and timeframes, and ensures their accurate implementation
- Assist in acquiring and coordinating program equipment, materials, facilities, nutrition, and transportation needs on site
- Assist in planning end-of-session culminating events

Experience and Education

The successful candidate will have a year or more of non-profit or related youth development program experience. The individual will have a familiarity with and passion for working with low income youth.

- Some undergraduate study is required; coursework in education, social or human services, child development, or related field is desirable.
- One or more years' experience working in an after school, day camp, or community youth outreach setting is preferred
- Experience creating lesson plans or multi-week curriculum preferred
- Ability to work cooperatively and collaboratively with school district staff, program staff, parents, and community leaders.
- Familiarity with quality criteria for after school programs preferred
- Familiarity with youth development principles and middle school aged youth preferred
- Ability to communicate effectively and demonstrate sensitivity to others as well as respond to critical incidents and act swiftly in an emergency situation.
- Excellent organizational skills and communication skills
- Familiarity with basic computer software programs
- Must clear DOJ & FBI Livescan and Tuberculosis Clearance
- Familiarity and experience with diverse populations and culture competencies strongly desired

Traits and Characteristics

The successful candidate will be a self-starter with a great personality, passionate about serving youth in an educational setting, and the ability to mentor middle school aged students, ensuring that they have a positive and fun after school experience. Program Leaders are crucial to a successful after-school program.

How to apply:

- 1.) Please submit a cover letter and resume via e-mail to asasjobs@as-as.org
- 2.) Please put "Program Leader", Philadelphia, and your last name in the subject heading.
- 3.) Complete this brief survey: <https://www.surveymonkey.com/r/ASASPL>