



**Position:** Part-Time Program Leader

**Organization:** After-School All-Stars Puget Sound

**Location:** Renton, Washington

### **Organization Background:**

After-School All-Stars (ASAS) is one of the leading national after-school program providers in the country. Our comprehensive school-based programs combine academics, enrichment, and health and fitness activities to help build the knowledge and skills children need to succeed, both in school and in life. Founded as a national organization by Arnold Schwarzenegger in 1992, ASAS is building a national model for after-school program delivery through our 17 chapters, all of which serve nearly 70,000 youth in major urban centers. With the recent award of a national expansion grant, ASAS will launch programs in Puget Sound during the fall of 2016.

### **A Unique Opportunity:**

ASAS is currently seeking passionate and talented Program Leaders (PLs). PLs play a critical role in helping ASAS achieve its mission of providing comprehensive after-school programs that keep children safe and help them succeed in school and in life. Reporting to the Program Manager, PLs will be responsible for assisting in the delivery of services for the after-school program 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 lead and/or supervise a variety of educational, enrichment and athletic activities while ensuring the safety of the after-school program and facility.

### **Specific Responsibilities**

The part-time PL is responsible for the daily implementation of the ASAS program model:

#### **Curriculum Development:**

- Prepare and plan activities that reflect the interests of students, showcase your talents and hobbies, and that are in alignment with our school's academic enrichment requirements
- Plan and create daily classes and weekly lesson plans, which are delivered over the span of an 8-10 week session
- Participate in professional development experiences designed to support your growth as a leader of young people, a mentor, and instructor in the classroom
- Assist in planning end-of-session culminating/celebratory events designed to showcase student work and achievement
- Responsible for planning the use of teaching materials, supplies, and resources ordered in a timely manner

#### **Youth Supervision:**

- Provide safe and supervised activities for student participants
- Using the ASAS approach of positive youth discipline, help students take ownership of their actions and grow from consequences of such actions
- Provide a healthy snack to students

#### **Facilitation:**

- Work in conjunction with the Program Manager and fellow Program Leaders to ensure that program activities are exciting and relevant to youth, as well as organized and well-thought out
- Support ongoing student recruitment and promotion of the program

- Maintain a strong connection with students to better understand their interests so as to plan and offer activities that keep them engaged throughout your session
- Responsible for preparing supplies, materials, and any other items to ensure your classes and activities keep youth engaged and coming back to the program daily
- Create and maintain an inviting, safe and respectful environment, maintaining a clean classroom, auditorium, and other areas where the program is held
- Maintain professional and positive relationships with school staff, partners, students and parents

**Data Management:**

- Maintain accurate attendance data and reports
- Submit required data on time and accurately
- Assist in the collection of ASAS student surveys

**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 underserved 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

**Work Hours**

This is a part-time position. Typical hours are Monday – Thursday, 2:30pm – 5:30pm.

**Compensation**

\$14/hour

**How to apply**

- 1.) Please submit a cover letter and resume via e-mail to [pugetsoundjobs@afterschoolallstars.org](mailto:pugetsoundjobs@afterschoolallstars.org)
- 2.) Please put “Program Leader”, Puget Sound, and your last name in the subject heading.
- 3.) Complete this brief survey: <https://www.surveymonkey.com/r/PugetSoundPL>

To learn more about ASAS, please visit our website: [www.afterschoolallstars.org](http://www.afterschoolallstars.org)