



**Position:** Program Manager

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

**Office Location:** Kent, Washington

**School Locations:** Renton and Tukwila (possible expansion sites will be added in other regions of South King County and Pierce County)

### **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 by Arnold Schwarzenegger in 1992, ASAS is building a national model for after-school program delivery through our 19 chapters, all of which serve nearly 70,000 youth in major urban localities. With the recent award of a national expansion grant, ASAS launched programs in the Puget Sound region during Fall 2016.

### **A Unique Opportunity:**

ASAS is currently seeking an exceptional and dynamic leader for the position of **Program Manager**. Reporting to the Executive Director and Regional Program Manager, general responsibilities include strong leadership, overall program design and management, program staff management (i.e. coaching, professional development and training), and consistent monitoring of after-school programs at multiple partnering school sites.

### **Program Manager Job Overview:**

The **Program Manager (PM)** should embody ASAS's core values: *accountable, collaborative, transparent, proactive, and entrepreneurial* and will demonstrate the ability to lead, coach, and train program staff to accomplish established objectives. This position requires flexibility to travel within the Puget Sound region, excellent relationship-building and collaboration skills, superb organizational skills and attention to detail, the ability to juggle multiple projects and tasks simultaneously, and a commitment to the mission of ASAS.

The PM co-designs, establishes, implements, and reviews program systems and logistics alongside the **Site Coordinator(s)**. Each Site Coordinator oversees the daily management of the after-school program at their assigned school site, including coordinating daily upkeep of the attendance database system, monitoring program flow and structure, maintaining school-based relationships with administrators and teachers, and assisting the PM with the management and training of Program Leaders.

The PM also recruits, onboards, and trains all **Program Leaders**. Program Leaders are the frontline staff that instruct daily programs, oversee classroom management, and implement lesson plans to keep students engaged.

The PM is supported by the **Regional Program Manager**, who provides support for strategic planning, professional development and training, program resources, program quality assessment, and maintaining alignment with the National organization's mission and vision.

### **Specific Responsibilities**

- Sustain effective program planning throughout the year that includes session planning, developing student class selections, assisting with and preparing for site visits, ensuring alignment with core program initiatives, as well as coordinating and planning field trips and culminating events.
- Implement programming per ASAS National Initiatives and ASAS program structure/design—both during school year and summer camp programming.

- Maintain student participation and attendance throughout the year via recruitment and retention activities, including student voice and choice engagement strategies.
- Ensure expectations relating to grant objectives and reporting processes are met.
- Develop and thoroughly understand school site budgets and any grant compliance requirements.
- Research and align effective program partnerships and collaborations to ensure that partner expectations are met.
- In collaboration with the Executive Director, hire and oversee ASAS Site Coordinator staff to implement daily program operations at partnering school sites.
- Recruit, hire, and train effective ASAS Program Leader staff and ensure that they are developing high quality, comprehensive after-school programming.
- Conduct regular performance reviews and evaluations for program staff (i.e. Site Coordinators and Program Leaders).
- Meet or exceed Average Daily Attendance (ADA) goals throughout the year via student recruitment and retention activities, including student voice and choice engagement strategies.
- Ensure that student records and attendance data are maintained accurately.
- In coordination with the Regional Program Manager, implement Youth Program Quality Assessment (YPQA) at all partnering school sites.
- Manage program organizational operations such as payroll, employee background checks/fingerprints verification, and spending reports reconciliation.
- Serve as a liaison with school personnel and community groups to maintain positive public and working relations of program staff and community partners.
- Travel daily to school sites and occasionally to off-site meetings, trainings and events.
- Perform other duties as assigned.

### **Who Should Apply?**

An undergraduate degree is required. Teaching experience or experience running after-school programs is preferred. The successful candidate will have:

- Experience working in a leadership or supervisory capacity in a school, after-school program, day camp and/or community youth outreach setting
- Ability to work cooperatively and collaboratively with school district staff, public officials, private sector officials, parents and community leaders
- Familiarity with quality criteria for after-school programs
- Familiarity with 21<sup>st</sup> Century Community Learning Centers grants
- Familiarity with Youth Program Quality Assessment (YPQA)
- Familiarity with youth development principles and middle school aged youth
- Ability to communicate effectively and demonstrate sensitivity to others
- Ability to respond to critical incidents and emergency situations with swift and mindful action
- Familiarity with Microsoft 365 (i.e. Outlook, Word, Excel, PowerPoint, OneDrive, etc.)
- Successful DOJ & FBI Livescan and Tuberculosis Clearance
- Experience working with diverse populations (strongly preferred)
- Availability to work evenings and Saturdays as needed
- Ability to accommodate for some required travel within the United States
- Ability to be on school site(s) during program hours of approximately 3:00-6:00pm

### **Salary and Benefits:**

Salary is commensurate with qualifications and experience. ASAS offers competitive benefits including, but not limited to health, dental, and vision. This position may include a cell phone and mileage reimbursement, depending on travel needs.

**How to apply:**

- Please submit a cover letter, resume and three-year salary history via e-mail to: **asajobs@afterschoolallstars.org**.
- Your cover letter should be in PDF format and answer the question: “What is your vision of a successful after school program?”
- Please put “Program Manager, ASAS Puget Sound” and your last name in the subject heading.

**To learn more about ASAS, please visit our websites:**

[www.afterschoolallstars.org](http://www.afterschoolallstars.org) & [www.ASAPugetSound.org](http://www.ASAPugetSound.org)