



Position: Part-Time Career Exploration Program Leader

Organization: After-School All-Stars Puget Sound

School Locations: Renton and Tukwila

Work Hours: Typical hours are Monday-Thursday between 3:00-6:00pm

Compensation: \$14-\$18/hour depending on experience

What Defines Our Culture:

Entrepreneurial • Collaborative • Transparent • Accountable • Proactive

Who We Are:

After-School All-Stars (ASAS) is one of the leading national after-school program providers in the country. With a special focus on the middle school age group, 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 on-site after-school programs during the hours of 3:00-6:00 p.m. providing delivery of impactful programs 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.

What We Need:

ASAS is currently seeking a passionate and talented career exploration instructor (i.e. Program Leader). Reporting to the **Site Coordinator**, the Career Exploration Program Leader is responsible for developing lesson plans, managing classrooms, ensuring safety of students, and facilitating daily implementation of the C.E.O. program. **C.E.O. (Career Exploration Opportunities)** is a career development and entrepreneurialism program created to help students learn to be self-sufficient adults, prepare them for the 21st century economy, and inspire long-term career planning. C.E.O. also connects youth with community leaders from the government, business, and nonprofit sectors to help them learn workplace skills and motivate them to create ambitious career goals.

What You Will Do:

The **Career Exploration Program Leader (PL)** should embody ASAS's core values: *accountable, collaborative, transparent, proactive, and entrepreneurial* and will demonstrate the ability to lead students to accomplish established objectives.

Curriculum:

- Lead, implement, and instruct the C.E.O. curriculum provided by ASAS
- Model and promote the mission, values, and guiding principles of After-School All-Stars through appropriate appearance, words, and actions
- Recruit and retain a minimum of 20 students in the program
- Submit daily, weekly and monthly lesson plans

Youth Supervision:

- Under guidance of the Site Coordinator, instructors will provide direct supervision to students
- Teaching responsibilities require your presence on campus from Monday through Thursday from 3:00-6:00pm (M/W or T/Th are also optional work schedules)
- Using the ASAS approach of positive youth discipline to help students take ownership of their actions and grow from consequences of such actions
- Travel with students for planned field trips and special events
- Maintain good order and discipline
- Ensure the school rules and policies are reflected in daily practice
- Attend the C.E.O. instructor trainings/meetings as required

Facilitation:

- Work in conjunction with the Site Coordinator and fellow Program Leaders to ensure that program activities are exciting and relevant to youth, as well as organized and well-thought-out
- Maintain professional and positive relationships with school staff, partners, students, and parents
- Create and manage a caring, supportive, purposeful, and stimulating environment
- Maintain and forward fiscal data, including receipts, timesheets, supply/material requests in accordance with site budgets in conjunction with the Site Coordinator

Data Management:

- Take attendance regularly at the start of every class
- Maintain accurate attendance data and reports
- Submit required data on time and accurately

What You Will Need:

The successful candidate will have a familiarity with and passion for working with underserved youth, in addition to the following:

- A degree in business management, entrepreneurship, or related field of study—completed or in progress preferred
- Ability to work cooperatively and collaboratively with school district staff, program staff, parents, and community leaders
- Familiarity with basic computer software programs
- Familiarity and experience with diverse populations and culture competencies strongly desired

How to Apply:

- 1) Please submit your resume & cover letter via e-mail to **Pugetsoundjobs@afterschoolallstars.org**
- 2) Please put "Career Exploration Program Leader, ASAS Puget Sound" and your last name in the subject heading

To learn more about ASAS, please visit our website:

www.afterschoolallstars.org

www.ASAPugetSound.org