



**Position:** Site Coordinator

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

**Office Location:** Kent, Washington

**School Location:** Meeker Middle School (Kent School District)

**Hours:** Part time position, 20-25 hours/week, Monday-Thursday 12pm-6pm

**Compensation:** \$18/hour

### **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. 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 award of a national expansion grant, ASAS launched programs in the Puget Sound region during Fall 2016.

### **What We Need:**

ASAS is currently seeking an exceptional and dynamic leader for the position of **Site Coordinator**. Reporting to the Program Manager, general responsibilities include daily operation of the after-school program, including, but not limited to: strong leadership, overseeing personnel/program staff (i.e. coaching), consistent monitoring of after-school program, daily student attendance tracking and general program operation. ASAS is looking for someone with charisma to effectively promote the ASAS brand and culture to the program staff and students.

### **Why It Matters**

The **Site Coordinator (SC)** should embody ASAS's core values: *accountable, collaborative, transparent, proactive, and entrepreneurial* and will demonstrate the ability to lead and coach program staff to accomplish established objectives. This position requires 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 and culture of ASAS.

The SC co-designs, establishes, implements, and reviews program systems and logistics under the direction of the **Program Manager (PM)**. The Site Coordinator oversees the daily coordination of the after-school program at their assigned school site, including 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. **Program Leaders (PL)** are the frontline staff that instruct daily programs, oversee classroom management, and implement lesson plans to keep students engaged.

### **What You Will Do:**

- Maintain an inviting, safe, orderly environment
- Maintain a clear and consistent line of communication with program staff, school administration, and parents
- Develop schedules that incorporate student interests, required curricula and timeframes, and ensure their successful implementation

- Provide day-to-day oversight of programs and after-school staff (i.e. Program Leaders)
- Ensure that Program Leaders are developing high quality programming by collecting and reviewing lesson plans for content and effective planning
- Acquire and manage program equipment, materials/supplies and facilities
- Coordinate the meal distribution to students in the after-school program and properly track and account for all meals
- Monitor student behavior on site during program hours and utilize appropriate discipline measures, as necessary
- Maintain student participation and attendance throughout the year via recruitment and retention activities, including student voice and choice engagement strategies
- Meet or exceed Average Daily Attendance (ADA) goals throughout the year
- Maintain and forward fiscal data, including receipts, timesheets, supply/material requests, evaluations, attendance data and reports to the Program Manager per established procedures and timelines
- Attend professional development and training activities and meetings provided by ASAS
- Respond to inquiries from parents and students regarding program offerings, attendance, and registration procedures
- Visit classrooms daily. Review performance of teachers and provide suggestions, demonstrations, and assistance for improvement, as needed
- Assist with preparing for site visits with special visitors and guests
- Implement programming per ASAS National Initiatives and ASAS program structure/design
- Ensure expectations relating to grant objectives and reporting processes are met
- Check email daily to ensure that program updates and communications are reviewed and responded to in a timely manner
- Manage the end-of-session celebrations (9-12 weeks—typically three per school year)
- Manage the end-of-year showcase/culminating event to close out the program
- Conduct regular staff meetings with Program Leaders (weekly or bi-weekly)
- Maintain daily data input for attendance using CitySpan and ensure that student records and attendance data are maintained accurately
- In coordination with the Program Manager, implement Youth Program Quality Assessment (YPQA) at designated school site—observations occur twice a year (in the Fall and Spring)
- Perform other duties as assigned

### **What You Will Need**

The successful candidate will be a detail-oriented self-starter with strong leadership, organizational, management, and communication skills. Familiarity with youth development in the Puget Sound region highly desired.

- Some college coursework is required; Coursework in education, social or human services, child development, or related field is desirable
- One or more years' experience working in a leadership or supervisory capacity in an after-school, day camp or community youth outreach setting is preferred
- 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
- Experience working with low-income underserved middle school youth
- Familiarity with youth development principles and middle school-aged youth
- Experience working with diverse populations (strongly preferred)
- Skill in data tracking, record keeping, writing reports, and maintaining student and staff records
- Ability to communicate effectively and demonstrate sensitivity to others
- Ability to respond to critical incidents and emergency situations with swift and mindful action
- Excellent organizational and coordination skills
- Must clear FBI and local background checks

- Familiarity with Microsoft 365 (i.e. Outlook, Word, Excel, PowerPoint, OneDrive, etc.)
- Availability to work occasionally on evenings or weekends for field trips and special events
- Ability to be at assigned school site on Mondays-Thursdays from approximately 12:00pm-6:00pm (hours may be flexible)

### **Salary and Benefits:**

Salary is commensurate with qualifications and experience.

### **How to Apply:**

- 1) Submit a cover letter and resume via e-mail to: **Pugetsoundjobs@afterschoolallstars.org**
- 2) Please put "Site Coordinator, ASAS Puget Sound," and your last name in the subject heading.
- 3) Your cover letter should be no more than one page, submitted in PDF format, and answer the question: "What is your vision of a successful after school program?"

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

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

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