

After-School All-Stars Cleveland

Part-Time Program Leader



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 Cleveland is seeking part-time Program Leaders to work directly with elementary and middle school students in an engaging after-school program. Program Leaders must be energetic, youth-focused, and passionate about providing high quality programming to Cleveland youth. The successful candidate will be a self-starter with a great personality, passionate about serving youth in an educational setting, with the ability to engage with K – 8 students. The Program Leader's mission is to ensure that youth have a positive and fun after-school experience, and are crucial to a successful after-school program.

Position: Program Leader

Reports to: Site Coordinator

Location: Hannah Gibbons STEM Elementary or Case Elementary

Work Hours: This is a part time position.

- Case Elementary Schedule: 2:00pm – 5:45pm
- Hannah Gibbons STEM Elementary Schedule: 3:00pm – 6:30pm

Compensation: \$12/hr

Start Date: Monday, August 13, 2018

End Date: May 17, 2019

RESPONSIBILITIES

The part-time Program Leader, under the direction of the Site Coordinator, is responsible for the daily implementation of the After-School All-Stars program model:

Youth Supervision:

- Provide safe and supervised activities for student participants
- Teaching responsibilities require your presence on campus for required times
- 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 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

- 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 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

Curriculum Development:

- Participate in professional development experiences designed to support your growth as a leader of young people, a mentor, and instructor in the classroom

Who should apply? The successful candidate will be detail-oriented and a self-starter with strong leadership, organizational, management, and communication skills. The Program Leader should exemplify ASAS's core values: entrepreneurial, proactive, transparent, collaborate, and accountable.

- 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
- 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
- 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
- Familiarity and experience with diverse populations and culture competencies strongly desired

How to apply: 1.) Please submit your resume and cover letter via e-mail to insert asasclevelandjobs@afterschoolallstars.org. 2.) Please put "Program Leader Cleveland," and your last name in the subject heading.