



Position: Program Manager

Organization: After-School All-Stars Philadelphia and Camden

Location: Cleveland, Ohio

Organization Background:

Founded in 1992, [After-School All-Stars](#) (ASAS) is a national non-profit organization that provides free, comprehensive afterschool programs to over 72,000 children on over 300 school sites in 19 chapters across the U.S. 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.

ASAS launched programs in Cleveland in 2015 and is currently operating in three schools.

A Unique Opportunity:

Program Manager Job Overview:

Reporting to the **Executive Director**, 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 greater Philadelphia 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:

Program Strategy and Program Expansion

- Develop and execute the vision for ASAS's quality programming and expansion in Cleveland in alignment with the Executive Director and program staff.
- Oversee and grow quality afterschool programming at assigned partner schools.
- Ensure expectations relating to grant objectives and reporting processes are being met.
- Work with the Executive Director to develop a plan for building and maintaining relationships with key stakeholders in the Northern Ohio community.
- Collaborate with the National Evaluation Team to conduct appropriate evaluation and ensure feedback from stakeholders.

- In coordination with the Regional Program Manager, implement Youth Program Quality Assessment (YPQA) at assigned school sites.
- Deliver training, build culture, and team dynamics across schools' teams in Cleveland in collaboration with, and under the guidance of the Executive Director.

Program Operations and Project Implementation

- 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.
- In collaboration with the Operations Manager, recruit, hire, and train effective Site Coordinators and 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).
- Work closely with the chapter leadership team to manage successful implementation of the ASAS national model and initiatives
- Serve as a liaison with the school communities and partners
- Assist the Executive Director with yearly school invoicing and reporting
- Advise Site Coordinators on communication with school administration, families and other school staff
- Work with Site Coordinators to develop and understand site budgets
- 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.
- Assist Site Coordinators with maintenance of student records and entry of attendance records
- Act swiftly and demonstrate a sense of urgency to identify and solve problems in implementation
- Maintain communication flow with Executive Director, Operations Manager, program staff, and schools

Organizational Leadership

- Support the Executive Director with ongoing overall management of ASAS Cleveland in conjunction with the national leadership team and Advisory Board.
- Provide ongoing overall management of ASAS Cleveland program budget, in collaboration and under the guidance of the Program Director.
- Work with Executive Director, Operations Manager, and national team to develop and maintain robust operational and organizational systems for the chapter.

Other Responsibilities

- Attend donor and partner meetings as needed.
- Work with colleagues across the ASAS national network to share information, resources, and collaborate on national efforts.
- Travel to off-site meetings, trainings, and events.
- Perform other duties as assigned.

Who should apply?

The Program Manager is a leadership position and is expected to have at least seven years' experience in any one or more of the following sectors: nonprofit management, Out of School time (OST) and

education, with demonstrated success in program and organizational oversight. The PM must demonstrate an ability to multitask in a fast-paced environment. Strong written and oral communication skills are essential. An understanding of the local non-profit, education landscape in Cleveland is preferable. Experience with the 21st Century Community Learning Centers Grant strongly preferred. Must clear DOJ & FBI Livescan and tuberculosis test. An undergraduate degree is required. *This position is ideal for a non-profit leader with a passion for building an organization.*

Salary and Benefits:

The salary for this position is commensurate with the qualifications and experience of the individual candidate. ASAS offers competitive benefits including, but not limited to health, dental, and vision, 18 days of paid time off, LifeBlend days, and 15 paid holidays.

How to apply:

Please submit a cover letter and resume in PDF format via e-mail to: asajobs@afterschoolallstars.org. Your cover letter should indicate how your experience is in direct alignment with the mission and vision of ASAS. Please put "Program Manager, Cleveland" and your last name in the subject heading.

To learn more about ASAS, please visit our website:
www.afterschoolallstars.org