



Position: Site Coordinator (part-time)

School Locations: Dewey School of Excellence, 5414 S. Union Ave, IL 60609

Hours: Part-time position, 29hrs/week, Monday-Thursday, 12:30pm-6:00pm and Friday, 11:00am-6:00pm

Projected Start Date: July 16, 2018

Required Training: August 6-August 10, 2018, Location: Newark, NJ

About After-School All-Stars Chicago:

ASAS Chicago was established in 2002 and is the largest chapter in the ASAS National Network. ASAS Chicago offers three types of after-school programming. First, ASAS Chicago partners with Chicago Public Schools (CPS) Central Office to administer their Out-of-School Time program for 250 District Schools serving 40,000 students, which includes staffing, curricula, enrichment events, materials/supplies, training, and data management. Second, ASAS Chicago offers CPS students exclusive special events, immersion camps during spring and summer break, and learning opportunities that provide key enrichment activities on par with their mid-to-upper income peers. Third, ASAS Chicago operates a model school site at Dewey School in the Englewood neighborhood, which provides free, daily, comprehensive, after-school programming for 90 pre-k- 8 grade students.

Position Overview:

The position of **Site Coordinator** reports to the Program Manager. General responsibilities include daily operation of the after-school program, including, but not limited to: overseeing program staff, maintaining school-based relationships with administrators and teachers, consistent monitoring of after-school program, daily student attendance tracking and general program operation.

The Site Coordinator will also effectively promote the ASAS brand and culture to the program staff/students and should embody ASAS's core values: *accountable, collaborative, transparent, proactive, and entrepreneurial*.

What You Will Do:

Program Operations:

- Provide day-to-day oversight of programs and after-school staff (i.e. Program Leaders)
- Maintain student participation and attendance throughout the year via recruitment and retention activities, including student voice and choice engagement strategies, especially for middle school youth
- Develop schedules that incorporate student interests and ensure their successful implementation
- In coordination with the Program Manager, implement Youth Program Quality Intervention (YPQI) at designated school site
- Monitor student behavior on site during program hours and utilize appropriate discipline measures, as necessary
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- Work with Program Manager, Operational Staff and School Liaison to properly manage program equipment, materials/supplies, and facilities
- Ability to respond to critical incidents and emergency situations with swift and mindful action
- Coordinate meal distribution to students in the after-school program and properly track and account for all meals
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- Assist with preparing for site visits from special visitors and guests
- Research and align effective program partnerships and collaborations to ensure that partner expectations are met
- Manage the end-of-year semester/culminating event

- Attend professional development, training activities, and meetings provided by ASAS
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- Perform other duties as assigned

Data Management:

- Meet or exceed Average Daily Attendance (ADA) goals throughout the year
- Maintain daily data input for attendance using CitySpan and ensure that student records and attendance data are maintained accurately
- Check email daily to ensure that program updates and communications are reviewed and responded to in a timely manner
- 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
- Ensure expectations relating to grant objectives and reporting processes are met
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- Develop and thoroughly understand school site budget and any grant compliance requirements

Staff Management/Communication:

- Ensure that Program Leaders are developing high-quality programming by collecting and reviewing lesson plans for content and effective planning
- Visit classrooms daily to review performance of teachers and provide suggestions, demonstrations, and assistance for improvement, as needed
- Maintain a clear and consistent line of communication with program staff, school administration, and parents
- Conduct weekly staff meetings with Program Leaders
- Meet weekly with School Liaison to coordinator and communicate ongoing program logistics
- Assist Program Manager in providing regular staff training and professional development

What You Will Need:

The Site Coordinator will detail-oriented self-starter with strong leadership, organizational, management, and communication skills. Familiarity with youth development in the Chicago area, highly desired.

- An undergraduate degree is required; BA 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 Youth Program Quality Intervention (YPQI)
- Experience working with diverse populations and low-income underserved youth (strongly preferred)
- Excellent organizational and communication skills
- Must clear FBI and local background checks
- Comfortable working with Microsoft 365 (i.e. Outlook, Word, Excel, PowerPoint, OneDrive, etc.)
- Availability to work occasionally on evenings or weekends for field trips and special event

How to apply:

- Please submit your resume via e-mail to asaschicagojobs@afterschoolallstars.org.
- Please put "**Dewey Site Coordinator**" and **your last name** in the subject heading