



Position: Program Manager
Organization: After-School All-Stars
Location: Oakland Bay Area
Start Date: January 2019

Organization Background:

Founded in 1992, After-School All-Stars is a national non-profit organization which provides free, daily afterschool programs to nearly 75,000 children in need on over 350 school sites in 19 chapters across the U.S. Our goals for our All Stars are the same we have for our own children: to be healthy and active, to graduate high school and go on to college, to find a job that they love and to give back to their communities. We achieve this by identifying and fueling our students' individual passions, tying their interests to tailored academic support, enrichment and health and fitness programming. After-School All-Stars gives its students a safe-haven during the hours of 3pm-6pm—the time of day when youth violence, drug use and other delinquent behaviors are most likely to occur. By creating caring youth adult relationships and incorporating service learning into all that we do, we help our All-Stars gain the confidence, skills and role models they need to become leaders in their community.

A Unique Opportunity

ASAS is currently seeking an exceptional and dynamic leader as the Program Manager, reporting to the Executive Director of the Bay Area and National Regional Program Manager. The Program Manager's primary responsibilities will include: oversight of program strategy and expansion, overall program operations, organizational leadership, program staff management (i.e., coaching, professional development, and training), and consistent monitoring of after-school programs at multiple partnering school sites.

Program Manager Job Overview:

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 Bay Area, 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 Program Manager supervises Site Coordinators.*

The PM manages a team of three Site Coordinators and works with them to co-design, establish, implement, and review program systems and logistics. 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** with support of the Regional Program Manager. 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 the Bay Area in alignment with National, the Executive Director and program staff
- Oversee and grow quality afterschool programming at all 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 Bay Area community
- Collaborate with the National Evaluation Team to conduct appropriate evaluation to ensure feedback from stakeholders
- In coordination with the Regional Program Manager, implement Youth Program Quality Assessment (YPQA) at all partnering school sites
- In coordination with the Regional Program Manager, provide training, build culture, and team dynamics across all sites

Program Operations and Staff Development

- Sustain effective program planning throughout the year that includes session planning, curriculum development, 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 coordination with Regional Program 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
- 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
- Maintain communication flow with Regional Program Manager, Executive Director, program staff, and schools

Organizational Leadership

- Support the Executive Director with ongoing overall management of ASAS Bay Area
- Provide ongoing overall management of ASAS Bay Area program budget
- Work with Executive Director and national team to develop and maintain robust operational and organizational systems for the Bay Area chapter.
- Travel to off-site meetings, trainings, and events
- Perform other duties as assigned

Who should apply?

The Program Manager is a senior level leadership position and is expected to have at least 5- 7 years' experience in the field of nonprofit management with demonstrated success in program and organizational oversight. Must be energetic, youth-focused, and proactive, with a passion for providing high-quality programming to youth. Have experience working in a leadership or supervisory capacity in specifically coaching and developing staff in a school, day camp or community youth outreach setting. Strong written and oral communication skills are essential. An understanding of the local non-profit, education landscape in the Bay Area is preferable. Must clear DOJ & FBI Livescan and tuberculosis test. An undergraduate degree is preferred. *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 qualifications and experience of the individual candidate. ASAS offers competitive benefits including, but not limited to health, dental, vision, and an employer match for our 403(b) plan.

How to apply:

Please submit a cover letter and resume via e-mail to: asasjobs@afterschoolallstars.org. Your cover letter should be in PDF format and indicate how your experience is in direct alignment with the mission and vision of After-School All-Stars. Please put "Bay Area Program Manager" and your last name in the subject heading.

To learn more about ASAS, please visit our website:

www.as-as.org