



**Position:** Part-Time Program Lead

**Organization:** After-School All-Stars Tampa Bay

**School Locations:** Memorial Middle School & Village of Excellence Academy Middle School

**Work Hours:** Part Time position with typical hours are Mon-Fri from school dismissal-6:00pm during the school year, and Mon-Thurs various day time shifts during the summer

**Compensation:** \$12-\$15/hour depending on experience

**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. With a special focus on the middle school age group, 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 on-site after-school programs during the hours of 3:00-6:00 p.m. providing delivery of impactful programs through our 19 chapters, all of which serve nearly 70,000 youth in major urban localities. With the recent award of a national expansion grant, ASAS launched programs in the Tampa Bay area during Spring 2016 and currently operates programs at two school sites with before school, after school and summer services for students.

**What We Need:** ASAS is currently seeking passionate and talented instructors (i.e. Program Leads). Reporting to the Site Coordinator, Program Leaders are responsible for developing lesson plans, managing classrooms, ensuring safety of students, and facilitating daily implementation of special program initiatives, if applicable.

**Current special initiatives in need of program leads are: DJ & Digital Music, Career Exploration, Service Learning and STEM.** If you have experience or training in any of these areas please be sure to include that in your cover letter/resume.

**What You Will Do:** The Program Lead should embody ASAS's core values: accountable, collaborative, transparent, proactive, and entrepreneurial and will demonstrate the ability to lead students to accomplish established objectives.

#### **Curriculum:**

- Lead, implement, and instruct the curriculum provided by ASAS
- Model and promote the mission, values, and guiding principles of After-School All-Stars through appropriate appearance, words, and actions
- Recruit and retain a minimum of 20 students in the program
- Submit daily, weekly and monthly lesson plans

#### **Youth Supervision:**

- Under guidance of the Site Coordinator, instructors will provide direct supervision to students
- Teaching responsibilities require your presence on campus from Monday through Friday from school dismissal-6:00pm (M/W or T/Th are also optional work schedules), or for your assigned shift during the day in the summer. Before school shifts may also be available.
- Using the ASAS approach of positive youth discipline to help students take ownership of their actions and grow from consequences of such actions

- Travel with students for planned field trips and special events
- Maintain good order and discipline
- Ensure the school rules and policies are reflected in daily practice
- Attend instructor trainings/meetings as required

**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
- Maintain professional and positive relationships with school staff, partners, students, and parents
- Create and manage a caring, supportive, purposeful, and stimulating environment
- Maintain and forward fiscal data, including receipts, timesheets, supply/material requests in accordance with site budgets in conjunction with the Site Coordinator

**Data Management:**

- Take attendance regularly at the start of every class
- Maintain accurate attendance data and reports
- Submit required data on time and accurately

**What You Will Need:** The successful candidate will have a familiarity with and passion for working with underserved youth, in addition to the following:

- A postsecondary degree, completed or in progress preferred (degree requirements may vary depending on specific Program Lead position)
- Ability to work cooperatively and collaboratively with school district staff, program staff, parents, and community leaders
- Familiarity with basic computer software programs
- Familiarity and experience with diverse populations and culture competencies strongly desired

**How to Apply:** Please submit a cover letter and resume via e-mail to: [laura.dye@afterschoolallstars.org](mailto:laura.dye@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 "Program Lead, Tampa Chapter" and your last name in the subject heading.