



**Position:** Program Director

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

**Location:** New York, NY

**Reports To:** Associate Executive Director of New York Chapter

#### **ORGANIZATION BACKGROUND:**

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.

#### **A UNIQUE OPPORTUNITY:**

We are seeking Program Directors (PD) for the current school year (with potential for summer work as well) in New York City. The PD will report to and work closely with the Associate Executive Director for the chapter. General responsibilities include overall program management and leadership and the development and monitoring of programs at one school site.

#### **SPECIFIC RESPONSIBILITIES:**

- Responsible for effective program planning throughout the year that includes session planning, development of class selections for students, site visits, culminating events, collaboration with core day initiatives, and field trips.
- Attend program daily, Monday through Friday. Must be on school site during program hours of approximately 2:00-6:00pm.
- Implement programming according to the After-School All-Stars program design, monitor budget, and ensure grant objectives are met in alignment with school leadership.
- Work with leadership team to build and implement best-in-class systems, processes, procedures, and tools to support site level operations.
- Ensure implementation of ASAS National Initiatives in school and summer camp programming.
- Recruit, hire, and train effective program staff, capable of managing and leading a classroom and ensure that staff are developing high quality, comprehensive after-school programming.
- Conduct performance reviews and evaluations for program staff.
- Responsible for maintaining student participation and attendance throughout the year via recruitment and retention activities, including "student voice and choice" strategies.
- Ensure that student records and attendance data are maintained in an accurate manner
- Assist in planning and execution of fundraising activities as directed by Executive Director.
- Provide support for organizational operations such as payroll, verifying employee background checks, and reconciling spending reports.
- Document program activities via video, photos, and recording student success stories.
- Serve as a liaison with school personnel and community groups to maintain positive public and working relations of program with community partners.
- Occasional travel off-site meetings, trainings and events.
- Perform other duties as assigned.

#### **WHO SHOULD APPLY?**

The Program Director should embody ASAS's core values: accountable, collaborative, transparent, proactive, and entrepreneurial. The successful candidate will demonstrate the ability to lead, coach, and train program staff to accomplish demonstrated objectives, while maintaining robust operational systems ensuring student safety and success. This position requires the flexibility to travel within the greater New York City area, excellent relationship-building skills, and a commitment to the mission to provide youth with quality afterschool programming.

- An undergraduate degree is required. Teaching experience or experience running after-school programs is preferred.
- Bilingual in Spanish/English is preferred.
- Familiarity and experience with diverse populations and cultural competencies are strongly desired.
- Availability to work evenings and Saturdays as needed; some travel within the United States required.



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- Experience working in a leadership or supervisory capacity in a school, after school, day camp or community youth outreach setting.
- Ability to work cooperatively and collaboratively with school staff, program staff, parents, and community leaders.
- Familiarity with quality criteria for after school programs.
- Familiarity with youth development principles and middle school aged youth.
- Ability to communicate effectively and demonstrate sensitivity to others as well as respond to critical incidents and act swiftly in an emergency situation.
- Familiarity with basic computer software programs.
- Must clear School Aged Children Care Program requirements, Statewide Central Register of Abuse and Maltreatment (SCR) clearance as well as Medical, FBI Livescan, State background check and Tuberculosis Clearances.

#### **SALARY AND BENEFITS:**

The salary for this position is commensurate with qualifications and experience of the individual candidate. ASAS promotes a healthy work/life blend and offers a competitive benefits package, including medical, dental, vision, a 403b match, 18 days of paid time off, flex time, and 15 paid holidays. This position may include a cell phone and mileage reimbursement, depending on travel needs.

ASAS is an equal opportunity employer and candidates of diverse backgrounds are encouraged to apply.

#### **HOW TO APPLY FOR THE PROGRAM DIRECTOR ROLE:**

Please submit a **resume and cover letter** in PDF format via e-mail to: [asasjobs@afterschoolallstars.org](mailto:asasjobs@afterschoolallstars.org). Please put "Program Director - NY" and your last name in the subject heading. Your cover letter should be in PDF format and answer two questions:

- 1) Describe a time you set up a process or system.
- 2) How does the Program Director goal align with your personal mission?

Applications will be accepted on a rolling basis and candidates will be contacted when a role becomes available.

#### **LEARN MORE ABOUT AFTER SCHOOL ALL-STARS:**

To learn more about ASAS, please visit our website: [www.afterschoolallstars.org](http://www.afterschoolallstars.org)