



Position: Program Leader (Part – Time)

Organization: After-School All-Stars

Location: New York, NY

Reports To: Program Director

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 Leaders (PL) for the current school year (with potential for summer work as well) in New York City. The successful candidate will be a self-starter with a great personality, passionate about serving youth in an educational setting, with the ability to mentor elementary and middle school students. The PL's mission is to ensure that youth have a positive and fun after-school experience.

LOCATIONS IN BROOKLYN AND MANHATTAN:

PS 272 Curtis Estabrook, 101-24 Seaview Avenue, Brooklyn, NY 11236

Achievement First Brownsville Middle School, 2021 Bergen Street, Brooklyn, NY 11233

Excel Charter Upper School, 956 E. 82nd Street, Brooklyn, NY 11236

MS 247 Dual Language Middle School, 100 West 77th Street, New York, NY 10024

Washington Heights Expeditionary Learning School (WHEELS), 511 W. 182nd Street, New York, NY 10033

WORK HOURS:

This is a part time position, paid hourly. Typical hours are Monday through Friday, 1:00pm-6:00pm, with opportunities for additional hours during school breaks, professional development trainings, etc.

SPECIFIC RESPONSIBILITIES:

The part-time Program Leader, under the direction of the Program Director, is responsible for the daily implementation of the After-School All-Stars program model:

YOUTH DEVELOPMENT AND SUPERVISION

- Attend program daily, Monday through Friday.
- Supervise students at all times.
- Follow the ASAS code of student conduct.

CURRICULUM DEVELOPMENT

- Create quality lesson plans to ensure student engagement, safe learning environments, and to provide a structure designed to incorporate the end-of session culminating event.
- Attend professional development activities and meetings.
- Assist in acquiring and coordinating program equipment, materials, facilities, nutrition, and transportation needs on site.

FACILITATION

- Collaborate with Program Director and fellow Program Leaders to establish and maintain high quality program.
- Support student recruitment and promotion of the program.
- Create and maintain an inviting, safe, fun, and orderly environment including ensuring cleanliness of classrooms, auditorium, and other areas where the program is held.
- Maintain professional and positive relationships with school staff, partners, students and parents.



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DATA MANAGEMENT

- Maintain accurate attendance data and reports.
- Submit required data on time and accurately.

WHO SHOULD APPLY?

The successful candidate will have a year or more of youth development program experience or related non-profit experience. The individual will have a familiarity with and passion for working with youth, and:

- Some undergraduate study is required; coursework in education, social or human services, youth development, or related field is desirable.
- Individuals who may have experience in the following areas: Math, English, Business, Music, Dance and Computer Literacy are highly desired.
- One or more years' experience working in an after school, day camp, or community youth outreach setting, primarily of the middle school age is preferred.
- Experience creating lesson plans or multi-week curriculum preferred.
- Ability to work cooperatively and collaboratively with school staff, program staff, parents, and community leaders.
- Ability to communicate effectively and demonstrate sensitivity to others as well as respond to critical incidents and act swiftly in an emergency situation.
- Familiarity and experience with diverse populations and cultural competencies are strongly desired.
- Excellent organizational skills.
- Ability to work with electronic devices.
- 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 \$16-18/hour and commensurate with qualifications and experience of the individual candidate.

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

HOW TO APPLY FOR THE PROGRAM LEADER ROLE:

Complete an application at <https://www.surveymonkey.com/r/MZ68YVF> (resume will be submitted at this link). 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