



Position: Site Coordinator (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 Site Coordinators (SC) for the current school year (with potential for summer work as well) in New York City. SCs oversee the day-to-day operations of the comprehensive after-school programs at one of our school sites. The SC must be energetic, youth-focused, and passionate about providing high-quality programming to youth. The successful candidate will be detail-oriented with strong leadership, organizational, and communication skills. The SC will be a self-starter who is collaborative and compatible with both school administration and students. They must have passion to serve youth in an educational setting, ensuring that students 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, 12:00pm-6:00pm, with opportunities for additional hours during school breaks, professional development trainings, etc.

SPECIFIC RESPONSIBILITIES:

The part-time Site Coordinator, under the direction of the Program Director, is responsible for the daily operations of the program, including but not limited to: personnel, activities, and general program operation. Major areas of responsibility are:

- Attend program daily, Monday through Friday.
- Participation in Chapter-wide Operations Team meetings.
- Lead Safety and Compliance at site with guidance of Operations Associate.
- Manage completion of onboarding paperwork for all new hires.
- Maintain an inviting, safe, and orderly environment.
- Maintain a clear and consistent line of communication with program staff, school administration, and parents.
- In consultation with administration, program staff, and students, provide day-to-day oversight of programs and after-school staff.
- Develop schedules that incorporate student interests, required curricula, and timeframes, and ensure their accurate implementation.
- Acquire and coordinate program equipment, materials, facilities, nutrition, and transportation needs on site.
- Coordinate all logistical planning for site events, trips and camps.
- Monitor students on site during program hours.
- Organize student recruitment activities.



Position: Site Coordinator (Part – Time)

Organization: After-School All-Stars

Location: New York, NY

Reports To: Program Director

- Maintain and forward fiscal data, including receipts, time sheets, material requests, evaluations, and attendance data to the Program Director according to established procedures and timelines.
- Attend professional development activities and meetings provided by ASAS.
- Respond to inquiries from parents and students regarding program offerings, attendance, and registration procedures.
- Visit classrooms on a daily basis to review performance of ASAS Program Leaders and provide suggestions, demonstrations, and assistance for improvement, as needed.
- Check email daily to ensure that program updates and communication are reviewed in a timely manner.
- Conduct regular staff meetings.

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:

- An undergraduate degree is required; BA in education, business administration, youth 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, primarily of the middle school age setting is 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.
- Familiarity with youth development principles and middle-school-aged youth strongly desired.
- Excellent organizational and managerial 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 \$20-25/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 SITE COORDINATOR ROLE:

Complete an application at <https://www.surveymonkey.com/r/3ZSFVRQ> (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