



Position: Site Assistant
Organization: After School All-Stars
Location: Oakland, CA (Bay Area)
Start Date: Immediate

ORGANIZATION BACKGROUND:

Founded in 1992, [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:

The Site Assistant is a part-time position responsible for the safety, supervision, and instruction of middle school students in the after-school program. The Site Assistant serves as a member of the Program Leader team and supports the Site Coordinator in the daily operation and leadership of the after-school program. Like Program Leaders, the Site Assistant provides homework assistance, sports, and one or more areas of enrichment such as dance, computer programming, robotics, music instruction, art, cooking, yoga, photography, etc. **As a Site Assistant, additional responsibilities will be delegated by the Site Coordinator and may include clerical tasks, parent/guardian or school communication, student discipline, safety and supervision, and instructional leadership.** While the Site Assistant position does not include management responsibilities, this role is intended as a natural pipeline for future full-time Site Coordinator opportunities and is the ideal role for an experienced Program Leader considering a career in after-school.

SPECIFIC RESPONSIBILITIES:

The part-time Site Assistant, under the direction of the Program Manager and Site Coordinator, is responsible for the daily implementation of the After-School All-Stars program model:

- Supervise and engage students at all times and assist in maintaining an inviting, safe, orderly environment.
- Report to the school site during program hours, approximately 2-6pm Monday through Friday.
- Prepare and plan activities that reflect the required program curriculum.
- Work in conjunction with the Site Coordinator and fellow Program Leaders to ensure the smooth delivery of program activities.
- Complete attendance accurately and report absentees to the Site Coordinator.
- Follow the ASAS code of student conduct when disciplining students.
- Report disruptive behavior and areas of concern to the Site Coordinator.
- Assist with the distribution, supervision, and clean-up of snacks in the cafeteria.
- Follow proper reporting of time worked by adhering to ASAS sign-in/out procedures and notifying the site coordinator of any absences in advance.
- Prepare supplies, materials, and any other items needed before meeting the students.
- Support teachers to maintain an atmosphere that is conducive to learning.
- Attend professional development activities and meetings provided by ASAS, which may include occasional morning and weekend sessions.
- Ensure cleanliness of classrooms, auditorium, and other areas where the program is held.
- Maintain professional and positive relationships and communication with students, families, school staff, including principal, teachers, custodians and office staff.
- Organize student recruitment and promote the program.
- Assist in acquiring and coordinating program equipment, materials, facilities, nutrition, and transportation needs on site.
- Assist in planning culminating events and innovative student recruitment activities.
- Assist in the submission of reports and maintenance of fiscal data, including receipts, material requests, evaluations, and attendance data according to established procedures and timelines.
- Visits classrooms daily to assist in the coaching of Program Leaders by providing suggestions, demonstrations, and assistance for improvement, as needed.



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- Check email daily to ensure that program updates are reviewed in a timely manner.
- Assist in the accurate daily input of Cityspan for attendance.

WHO SHOULD APPLY?

- The successful candidate will have a year or more of non-profit or related youth development program experience. The individual will have a familiarity with and passion for working with low income youth.
- Some undergraduate study is required; coursework in education, social or human services, child development, or related field is desirable.
- One or more years' experience working in an after school, day camp, or community youth outreach setting is preferred.
- Ability to work cooperatively and collaboratively with school district staff, program staff, parents, and community leaders.
- Familiarity with quality criteria for after-school programs and youth development preferred.
- Ability to communicate effectively and demonstrate sensitivity to others as well as respond to critical incidents and act swiftly in an emergency.
- Familiarity and experience working with diverse populations strongly preferred.
- Excellent organizational skills.
- Spanish/bilingual preferred.

TRAITS AND CHARACTERISTICS:

The successful candidate will be a self-starter with a great personality, effective time management, passionate about serving youth in an educational setting, and the ability to model for other staff and mentor middle school aged students, ensuring that they have a positive and fun after-school experience.

COMPENSATION:

The pay for this position is \$20 per hour and is commensurate with qualifications and experience of the individual candidate. The hours for this position will range from 15-20 hours weekly.

HOW TO APPLY FOR THE SITE ASSISTANT ROLE:

Please submit a **resume and cover letter** in PDF format via e-mail to: jobsbayarea@afterschoolallstars.org. Please put "Site Assistant, Bay Area" and your last name in the subject heading. Your cover letter should be no more than one page, submitted in PDF format, and highlight your relevant experience.

LEARN MORE ABOUT AFTER SCHOOL ALL-STARS:

To learn more about ASAS, please visit our website: www.afterschoolallstars.org