



**Position:** Substitute Program Leader (Middle School)

**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:**

ASAS is currently seeking a Substitute Program Leader. This is a part-time position responsible for the safety, supervision, and instruction of middle school students in the after-school program.

**Substitute Program Leaders serve multiple school sites** and provide homework assistance, coach sports, and one or more areas of enrichment such as dance, computer programming, robotics, music instruction, art, cooking, yoga, photography, etc. **As a substitute, school assignments may be short-term or long-term, and daily assignments are not guaranteed. All part-time positions follow the school calendar, and candidates should expect fewer work assignments during holiday breaks and summer vacation.**

#### **SPECIFIC RESPONSIBILITIES:**

The part-time Sub. Program Leader, 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.
- Report to the assigned school site during program hours, approximately 3-6pm 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 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.
- Report areas of concern to the Site Coordinator.
- 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 with 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 end-of-session culminating events



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#### **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 preferred.
- Familiarity with youth development principles and middle school aged youth preferred.
- Ability to communicate effectively and demonstrate sensitivity to others as well as respond to critical incidents and act swiftly in an emergency.
- Excellent organizational skills.
- Familiarity and experience working with diverse populations strongly preferred.
- Spanish/bilingual preferred.

#### **TRAITS AND CHARACTERISTICS:**

The successful candidate will be a self-starter with a great personality, passionate about serving youth in an educational setting, and the ability to mentor middle school aged students, ensuring that they have a positive and fun after school experience. Sub. Program Leaders are crucial to a successful after-school program.

#### **COMPENSATION:**

The pay for this position is \$18 per hour and is commensurate with qualifications and experience of the individual candidate. The hours for this position will range from 3-20 hours weekly. The typical work schedule is Monday through Friday from 2pm to 6pm, though hours may vary significantly.

#### **HOW TO APPLY FOR THE SUBSTITUTE PROGRAM LEADER ROLE:**

Please submit a **resume and cover letter** in PDF format via e-mail to: [jobsbayarea@afterschoolallstars.org](mailto:jobsbayarea@afterschoolallstars.org). Please put "Bay Area, Sub Program Leader" and your last name in the subject heading.

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

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