



**Position:** Regional Program Manager – Northeast

**Organization:** After School All-Stars

**Location:** Northeast Region (New York, NY, Newark, NJ, Philadelphia, PA/Camden, NJ, Washington, DC)

#### **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 academics, enrichment, and health and fitness activities to help build the knowledge and skills children need to succeed, both in school and in life. Founded in 1992, ASAS is building a national model for after-school program delivery through our 19 chapters.

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

ASAS is currently seeking a Regional Program Manager (RPM) to provide program leadership, operations, and training to ensure that the region offers high quality, impactful programs. The RPM will report to the Regional Executive Director and work closely with the national program and evaluation divisions to execute the regional strategy. General responsibilities include overall program strategy, training, continuous quality improvement, and support to the assigned region as needed.

#### **SPECIFIC RESPONSIBILITIES:**

##### **COMPLIANCE AND PROGRAM OPERATIONS**

- Work with Regional Executive Director to provide program leadership, training and operational oversight within the region
- Work with chapters to implement the Safe & Healthy operational practices and tools; recommend and implement enhancements
- Work with chapter Executive Directors and Program Managers to thoroughly understand site program budgets
- Work with Executive Directors, program staff, and development team to assess chapter needs and capacity to implement desired fundraising objectives
- Work with Executive Directors, program staff, and development team to implement grant deliverables and contribute to grant reporting
- Ensure that ASAS sites are meeting attendance requirements in accordance with school district and grant guidelines
- Assist Program Managers and site staff with developing a strategy for recruiting and retaining student participants at desired ADA targets

##### **CONTINUOUS QUALITY IMPROVEMENT**

- Lead the continuous quality improvement initiatives for the region, and advise on strategy for the national organization, ensuring implementation of YPQI training and processes
- Work with RED, Executive Directors, and Program Managers to set improvement goals, action plans, and accountability measures
- Work with chapters to implement the current evaluation process and systems for collecting data; recommend and implement enhancements

##### **STAFF MANAGEMENT**

- Work with RED, Executive Directors, and Program Managers to implement a training plan for program staff within the region
- Support chapter operational staff in site and program personnel management
- Support chapter Program Managers/Directors to lead, manage, and coach site staff
- Assist with implementing performance management process for all program staff

##### **NATIONAL PROGRAM DIVISION PRIORITIES**

- Work closely with chapter leadership teams to manage successful implementation of the ASAS national program model and initiatives



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- Work with the national program team to implement priorities and pilot initiatives according to chapter needs
- Ensure chapter program design is aligned with national program model and supports desired impact
- Work with chapter RED, Executive Directors and Program Managers to design and implement strategic planning
- Support the selection, training, and communication for the Youth Advisory Board students and mentors within the region
- Travel to off-site meetings, trainings and events
- Perform other duties as assigned

### **WHO SHOULD APPLY?**

The RPM will embody ASAS's core values: entrepreneurial, collaborative, transparent, accountable, and proactive. The successful candidate will be an excellent communicator, able to respond in a timely manner, create alignment, and keep stakeholders well-informed. This position requires the flexibility to travel, excellent relationship-building skills, and a commitment to the mission to provide youth with quality after-school programming. The successful candidate will have five or more years of education or related youth development program experience. The individual will also be comfortable with data collection and evaluation, in addition to the following:

- An undergraduate degree is required. Teaching experience, experience running youth development programs, or a master's degree in education, or a similar field is preferred. Baccalaureate degree in education, social or human services, child development, recreation or related field is desirable
- Experience working in a leadership or supervisory capacity in a school, after school, day camp or community youth outreach setting
- 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 emergency situations
- Ability to book and track travel-related expenses
- Familiarity with basic computer software programs
- Familiarity and experience with diverse populations strongly preferred
- Availability to travel up to 75% of time, with potential for extended stays, required
- Availability to work evenings and Saturdays as needed

### **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.

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

### **HOW TO APPLY FOR THE REGIONAL PROGRAM MANAGER (NORTHEAST) ROLE:**

Please submit a **resume and cover letter** in PDF format via e-mail to: [asasjobs@afterschoolallstars.org](mailto:asasjobs@afterschoolallstars.org).

Your cover letter should indicate how your experience is in direct alignment with the mission and vision of After-School All-Stars. Please put "Regional Program Manager, Northeast" 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)