



Position: Program Lead (Part-Time)

Organization: After School All-Stars

Location: Tampa Bay, FL

ORGANIZATION BACKGROUND:

Founded in 1992, [After-School All-Stars](#) provides free, daily afterschool programs to over 90,000 youth in over 450 school sites in 19 chapters across the U.S. Our goals for our All Stars are the same as the ones we have for our own children: to be healthy and active, to graduate high school and go on to college, to find a job that they love and to give back to their communities. We achieve this by identifying and fueling our students' individual passions, tying their interests to tailored academic support, enrichment and health and fitness programming. After-School All-Stars gives its students a safe-haven during the hours of 3pm-6pm—the time of day when youth violence, drug use and other risky behaviors are most likely to occur. By creating caring youth adult relationships and incorporating service learning into all that we do, we help our All-Stars gain the confidence, skills and role models they need to become leaders in their community. With the recent award of a national expansion grant, ASAS launched programs in the Tampa Bay region beginning in 2016. ASAS currently operates programs at two school sites in Florida with before school, after school and summer services for students.

A UNIQUE OPPORTUNITY:

ASAS is currently seeking passionate and talented instructors (i.e. Program Leads). Reporting to the Site Coordinator, Program Leaders are responsible for developing lesson plans, managing classrooms, ensuring safety of students, and facilitating daily implementation of special program initiatives, if applicable. ***Current special initiatives in need of program leads are: DJ & Digital Music, Career Exploration, Service Learning and STEM.*** If you have experience or training in any of these areas, please be sure to include that in your cover letter/resume. ASAS Florida is opening new sites in the fall. Typical hours are Mon-Fri from school dismissal-6:00pm during the school year, and Mon-Thurs various day time shifts during the summer.

The Program Lead should embody ASAS's core values: accountable, collaborative, transparent, proactive, and entrepreneurial and will demonstrate the ability to lead students to accomplish established objectives.

SPECIFIC RESPONSIBILITIES:

CURRICULUM

- Lead, implement, and instruct the curriculum provided by ASAS
- Model and promote the mission, values, and guiding principles of After-School All-Stars through appropriate appearance, words, and actions
- Recruit and retain a minimum of 20 students in the program
- Submit daily, weekly and monthly lesson plans

YOUTH SUPERVISION

- Under guidance of the Site Coordinator, instructors will provide direct supervision to students
- Teaching responsibilities require your presence on campus from Monday through Friday from school dismissal-6:00pm (M/W or T/Th are also optional work schedules), or for your assigned shift during the day in the summer. Before school shifts may also be available.
- Using the ASAS approach of positive youth discipline to help students take ownership of their actions and grow from consequences of such actions
- Travel with students for planned field trips and special events
- Maintain good order and discipline
- Ensure the school rules and policies are reflected in daily practice
- Attend instructor trainings/meetings as required



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FACILITATION

- Work in conjunction with the Site Coordinator and fellow Program Leaders to ensure that program activities are exciting and relevant to youth, as well as organized and well-thought-out
- Maintain professional and positive relationships with school staff, partners, students, and parents
- Create and manage a caring, supportive, purposeful, and stimulating environment
- Maintain and forward fiscal data, including receipts, timesheets, supply/material requests in accordance with site budgets in conjunction with the Site Coordinator

DATA MANAGEMENT

- Take attendance regularly at the start of every class
- Maintain accurate attendance data and reports
- Submit required data on time and accurately

WHO SHOULD APPLY?

The successful candidate will have a familiarity with and passion for working with underserved youth, in addition to the following:

- A postsecondary degree completed or in progress preferred (degree requirements may vary depending on specific Program Lead position)
- Ability to work cooperatively and collaboratively with school district staff, program staff, parents, and community leaders
- Familiarity with basic computer software programs
- Familiarity and experience with diverse populations and culture competencies strongly desired

COMPENSATION:

The salary for this position is \$12-\$15/hour and is commensurate with qualifications and experience of the individual candidate.

HOW TO APPLY FOR THE PROGRAM LEAD ROLE:

Please submit a **resume and cover letter** in PDF format via e-mail to: laura.dye@afterschoolallstars.org. Your cover letter should be in PDF format and indicate how your experience is in direct alignment with the mission and vision of After-School All-Stars. Please put "Program Lead, Tampa" 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