



Position: Site Coordinator (Full-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.

A UNIQUE OPPORTUNITY:

ASAS is currently seeking an exceptional and dynamic leader for the position of Site Coordinator. Reporting to the Program Coordinator, general responsibilities include daily operation of the after-school program, including, but not limited to: strong leadership, overseeing personnel/program staff (i.e. coaching), consistent monitoring of after-school program, daily student attendance tracking and general program operation. ASAS is looking for someone with charisma to effectively promote the ASAS brand and culture to the program staff and students.

The Site Coordinator (SC) should embody ASAS's core values: accountable, collaborative, transparent, proactive, and entrepreneurial and will demonstrate the ability to lead and coach program staff to accomplish established objectives. This position requires relationship-building and collaboration skills, organizational skills and attention to detail, the ability to juggle multiple projects and tasks simultaneously, and a commitment to the mission and culture of ASAS. The Site Coordinator oversees the daily coordination of the after-school program at their assigned school site, including daily upkeep of the attendance database system, monitoring program flow and structure, maintaining school-based relationships with administrators and teachers, and assisting the Program Coordinator with the management and training of Program Leaders. Program Leaders (PL) are the frontline staff that instruct daily programs, oversee classroom management, and implement lesson plans to keep students engaged. The successful candidate will demonstrate the ability to provide a safe environment where students are supported academically and emotionally, have opportunities to explore and develop skills & talents, and where they are empowered by voice and choice.

SPECIFIC RESPONSIBILITIES:

- Maintain an inviting, safe, and orderly environment
- Develop and maintain staff schedules, providing timely and consistent communication with staff regarding any changes and procedures for absences
- Maintain a clear and consistent line of communication with program staff, school administration, and parents
- In coordination with the Program Coordinator, develop schedules that incorporate student interests, required curricula and timeframes, and ensure their successful implementation
- Provide day-to-day oversight of activities and after-school staff (i.e. Program Leaders)
- In collaboration with PC and Program Leaders, ensure high-quality programming by collecting and reviewing lesson plans for content and effective planning
- Review supply orders with the PC and manage program equipment, materials/supplies, and facilities
- Coordinate meal distribution to students in the after-school program and properly track and account for all meals



Position: Site Coordinator (Full-Time)

Organization: After School All-Stars

Location: Tampa Bay, FL

- Coordinate with the PC to arrange any transportation needs for field trips or special events
- Monitor student behavior on site during program hours and utilize appropriate discipline measures, as necessary
- Maintain student participation and attendance throughout the year via recruitment and retention activities, including student voice and choice engagement strategies
- Meet or exceed Average Daily Attendance (ADA) goals throughout the year
- Maintain and forward fiscal data, including receipts, timesheets, supply/material requests, evaluations, attendance data, and reports to the PC per established procedures and timelines
- Attend professional development, training activities, and meetings provided by ASAS
- Respond to inquiries from parents and students regarding program offerings, attendance, and registration procedures
- Assist with preparing for site visits from special visitors and guests
- With the support of the PC, implement programming per ASAS National Initiatives and ASAS program structure/design
- Work with the PC to understand school site budget and any grant compliance requirements
- Ensure expectations relating to grant objectives and reporting processes are met
- Check email daily to ensure that program updates and communications are reviewed and responded to in a timely manner
- Manage program showcases, culminating events and family nights
- Coordinate with the PC to conduct regular staff meetings with Program Leaders (biweekly or monthly)
- Review and certify daily attendance data and support the input of attendance in the Cityspan database
- Perform other duties as assigned

WHO SHOULD APPLY?

The successful candidate will be a detail-oriented self-starter with strong leadership, program management, and communication skills. Familiarity with youth development is highly desired.

In addition to the following:

- An undergraduate degree is preferred; BA in education, social or human services, child development, or related field is desirable
- One or more years' experience working in a leadership or supervisory capacity in an afterschool, day camp, or community youth outreach setting is preferred
- Ability to work cooperatively and collaboratively with school staff, parents, and community partners
- Familiarity with quality criteria for after-school programs
- Experience working with low-income underserved middle school youth
- Familiarity with youth development principles and middle school-aged youth
- Experience working with diverse populations (strongly preferred)
- Skill in data tracking, record keeping, and maintaining student and staff records
- Ability to communicate effectively and demonstrate sensitivity to others
- Ability to respond to critical incidents and emergency situations with swift and mindful action
- Excellent organizational and coordination skills
- Must clear FBI and local background checks
- Familiarity with Microsoft office products (i.e. Outlook, Word, Excel, PowerPoint, etc.)
- Availability to work occasionally on evenings or weekends for field trips and special events
- Ability to be at assigned school site Mondays-Friday from approximately 3:00pm-6:00pm and attend meetings and trainings



Position: Site Coordinator (Full-Time)

Organization: After School All-Stars

Location: Tampa Bay, FL

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 SITE COORDINATOR ROLE:

Please submit a **resume and cover letter** in PDF format via e-mail to: laura.dye@afterschoolallstars.org. Your cover letter should be no more than 1 page, in PDF format and answer the question: "What is your vision of a successful after school program?" Please put "Site Coordinator, Tampa Bay" 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