



Position: Program Leader/Instructor

Organization: After-School All-Stars Puget Sound

School Locations: Kent, Renton/Skyway, & Tukwila, WA

Work Hours: Typical hours are Monday-Thursday between 2pm – 5pm

Compensation: \$16-20/hour

ORGANIZATION BACKGROUND:

Founded in 1992, After School All-Stars 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 middle school youth need to succeed, both in school and in life.

WHAT WE NEED:

After-School All-Stars (ASAS) is currently seeking passionate and talented program instructors. Reporting to the Site Coordinator, **Program Leaders** are responsible for developing lesson plans, managing classrooms, ensuring the safety of students, and facilitating daily implementation of each program. Programs may include, but are not limited to:

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|----------------------------------|------------------------------|--|
| ☆ Cooking & Nutrition | ☆ Photography | ☆ Sports & Fitness |
| ☆ Outdoor Education | ☆ Video Production | ☆ STEM (robotics, coding, web design, etc.) |
| ☆ DJ/Music Production | ☆ Creative Arts | |
| ☆ Dance | ☆ Theatre & Drama | |

WHAT YOU WILL DO:

The Program Leader should embody ASAS's mission to help students succeed in school and in life, and will demonstrate the ability to lead students to accomplish established objectives.

Curriculum:

- Create and submit daily lesson plans on a weekly basis, implementing ASAS curriculum when applicable
- Design creative and intentional activities to promote student exploration and learning
- Model and promote ASAS principles through appropriate appearance, words, and actions

Youth Supervision:

- Provide direct supervision to students in the program
- Use the ASAS approach of positive youth discipline to improve student accountability
- Travel with and supervise students for planned field trips and special events
- Maintain good order and discipline by ensuring school rules and policies are followed consistently

Facilitation:

- Collaborate with the Site Coordinator and fellow Program Leaders to ensure that program activities are organized, exciting, thoughtful and relevant for youth
- Maintain professional and positive relationships with school staff, partners, students, and parents
- Create and manage a caring, supportive, purposeful, and motivating environment

Data Management:

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

WHAT YOU WILL NEED:

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

- Some college preferred (completed or in progress)
- Ability to work cooperatively and collaboratively in a fast-paced environment with school district staff, program staff, parents, and community leaders
- Familiarity and experience with diverse populations and cultural competencies strongly desired
- Familiarity with basic computer software programs

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

HOW TO APPLY:

- 1) Please submit your resume & cover letter via e-mail to **Pugetsoundjobs@afterschoolallstars.org**
- 2) Please put "Program Leader, ASAS Puget Sound" and your last name in the subject heading

To learn more about ASAS, please visit our website:

www.afterschoolallstars.org

www.ASAPugetSound.org