



Position: Site Coordinator (Part-Time)

Organization: After-School All-Stars Puget Sound

School Location: Dimmitt Middle School (Renton School District)

Hours: 20-25 hours/week, Typically Monday-Thursday 10am-5pm

Compensation: \$20-22/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.

A UNIQUE OPPORTUNITY:

The **Site Coordinator**, under the direction of the Program Manager, is responsible for the daily operation of the program, including, but not limited to, personnel, activities, and general program operations.

SPECIFIC RESPONSIBILITIES:

- Supervise a team of 4-7 Program Leaders/Instructors to ensure quality and engaging programming
- Monitor daily activities and maintain an inviting, safe, and orderly environment
- Maintain a clear and consistent line of communication with program staff, school administration, and parents
- Oversee day-to-day program execution in consultation with administration, program staff, and students
- Develop schedules that incorporate student interests, required curricula and timeframes, and ensure their accurate implementation
- Acquire and coordinate program equipment, materials, facilities, and meals
- Monitor student behavior during program hours and utilize appropriate discipline measures as necessary
- Organize and execute innovative student recruitment strategies
- Maintain and forward fiscal data, including receipts, timesheets, material requests, evaluations, and attendance data to the Program Manager according to established procedures and timelines
- Complete all required reports and submit them by the due date
- Attend professional development activities and meetings provided by ASAS and the school
- Respond to inquiries from parents and students regarding program offerings, attendance, and registration procedures
- Visit classrooms on a daily basis to provide instructional and behavioral support to Program Leaders
- Check email daily to ensure that ASAS chapter, program and school updates are reviewed in a timely manner and communicated to stakeholders
- Lead the end-of-year closing procedures of the program
- Conduct regular staff meetings
- Maintain accurate daily input of Cityspan for attendance
- Perform other duties as assigned

WHO SHOULD APPLY?

The successful candidate will be a detail-oriented self-starter with strong leadership, organizational, management, and communication skills. Familiarity with youth development in the Puget Sound region highly desired.

- Some college coursework is required; Coursework 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 after-school, day camp or community youth outreach setting is preferred
- Ability to work cooperatively and collaboratively with school district staff, public officials, private sector officials, parents and community leaders
- Experience working with low-income underserved middle school youth is strongly preferred
- Familiarity and experience working with diverse populations is strongly preferred
- Ability to work under high-pressure, fast-paced and sometimes high-stress environment
- Familiarity with youth development principles
- Skill in data tracking, record keeping, writing reports, and maintaining student and staff records
- Ability to communicate effectively and demonstrate sensitivity to others as well as respond to critical incidents and emergency situations with swift and mindful action
- Excellent organizational and coordination skills, with strong attention to detail
- Must clear FBI and local background checks
- Availability to work occasionally on Fridays, evenings or weekends for field trips and special events

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

HOW TO APPLY:

Submit a cover letter and resume via e-mail to: Pugetsoundjobs@afterschoolallstars.org. Please put "Site Coordinator, ASAS Puget Sound," and your last name in the subject heading. Your cover letter should be no more than one page, submitted in PDF format, and answer the question: **"What is your vision of a successful after school program?"**

To learn more about ASAS, please visit our website:
www.afterschoolallstars.org | www.asaspugetsound.org