



Position: Substitute Program Leader (Middle School)

Organization: After School All-Stars

Location: Oakland, CA (Positions available at Oakland Military Institute and Oakland Unity Middle School)

Start Date: August 1st, 2019

ORGANIZATION BACKGROUND:

Founded in 1992, [After-School All-Stars](#) (ASAS) 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 children need to succeed, both in school and in life.

A UNIQUE OPPORTUNITY:

ASAS is currently seeking a Substitute Program Leader. This is a part-time position responsible for the safety, supervision, and instruction of middle school students in the after-school program.

Substitute Program Leaders serve multiple school sites and provide homework assistance, coach sports, and one or more areas of enrichment such as dance, computer programming, robotics, music instruction, art, cooking, yoga, photography, etc. **As a substitute, school assignments may be short-term or long-term, and daily assignments are not guaranteed. All part-time positions follow the school calendar, and candidates should expect fewer work assignments during holiday breaks and summer vacation.**

SPECIFIC RESPONSIBILITIES:

The part-time Sub. Program Leader, under the direction of the Program Manager and Site Coordinator, is responsible for the daily implementation of the After-School All-Stars program model:

- Supervise and engage students at all times.
- Report to the assigned school site during program hours, approximately 2-6pm Monday through Friday.
- Prepare and plan activities that reflect the required program curriculum.
- Instruct middle school students in content areas such as sports, nutrition, science, technology, engineering, math, literacy, arts, and more.
- Work in conjunction with the Site Coordinator and fellow Program Leaders to ensure the smooth delivery of program activities.
- Complete student attendance records accurately and report absences to the Site Coordinator.
- Follow the ASAS code of student conduct when disciplining students.
- Provide positive behavior support for students and report disruptive behavior to the Site Coordinator.
- Assist with the distribution, supervision, and clean-up of snacks in the cafeteria.
- Follow proper reporting of time worked by adhering to ASAS sign-in/out procedures and notifying the site coordinator of any absences in advance.
- Report areas of concern to the Site Coordinator.
- Prepare supplies, materials, and any other items needed before meeting the students.
- Support teachers to maintain an atmosphere that is conducive to learning.
- Attend professional development activities and meetings provided by ASAS, which may include occasional morning and weekend sessions.
- Ensure cleanliness of classrooms, auditorium, and other areas where the program is held.
- Maintain professional and positive relationships with school staff, including principal, teachers, custodians and office staff.
- Organize student recruitment and promote the program.
- Assist in acquiring and coordinating program equipment, materials, facilities, nutrition, and transportation needs on site.
- Assist in planning end-of-session culminating events



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WHO SHOULD APPLY?

- The successful candidate will have a year or more of non-profit or related youth development program experience. The individual will have a familiarity with and passion for working with low income youth.
- Some undergraduate study is required; coursework in education, social or human services, child development, or related field is desirable.
- One or more years' experience working in an after school, day camp, or community youth outreach setting is preferred.
- Ability to work cooperatively and collaboratively with school district staff, program staff, parents, and community leaders.
- Familiarity with quality criteria for after school programs preferred.
- Familiarity with youth development principles and middle school aged youth preferred.
- Ability to communicate effectively and demonstrate sensitivity to others as well as respond to critical incidents and act swiftly in an emergency.
- Excellent organizational skills.
- Familiarity and experience working with diverse populations strongly preferred.
- Spanish/bilingual preferred.

TRAITS AND CHARACTERISTICS:

The successful candidate will be a self-starter with a great personality, passionate about serving youth in an educational setting, and the ability to mentor middle school aged students, ensuring that they have a positive and fun after school experience. Sub. Program Leaders are crucial to a successful after-school program.

SALARY :

The pay for this position is \$18 per hour and is commensurate with qualifications and experience of the individual candidate. The hours for this position will range from 3-20 hours weekly. The typical work schedule is Monday through Friday from 2pm to 6pm, though hours may vary significantly.

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

HOW TO APPLY FOR THE SUBSTITUTE PROGRAM LEADER ROLE:

Please submit a **resume and cover letter** in PDF format via e-mail to: jobsbayarea@afterschoolallstars.org.

Please put "Bay Area, Sub Program Leader" 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