



Position: Program Director
Organization: After School All-Stars New York
Location: New York, New York (Harlem)

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 vision is for our All Stars to be safe and healthy, to graduate high school and go on to college, to find a career they love, and to give back to their communities.

A UNIQUE OPPORTUNITY:

ASAS is currently seeking an exceptional and dynamic leader for the Program Director (PD) position. The PD will report to and work closely with the Senior Program Director; general responsibilities include overall program management and leadership, and the development and monitoring of programs at one school site.

SPECIFIC RESPONSIBILITIES:

- Responsible for effective program planning throughout the year that includes session planning, development of class selections for students, site visits, culminating events, collaboration with core day initiatives, and field trips.
- Implement programming according to the After-School All-Stars program design, monitor budget, and ensure grant objectives are met in alignment with school leadership.
- Work with leadership team to build and implement best-in-class systems, processes, procedures, and tools to support site level operations.
- Ensure implementation of ASAS National Initiatives in school and summer camp programming.
- Recruit, hire, and train effective program staff, capable of managing and leading a classroom and ensure that staff are developing high quality, comprehensive after-school programming.
- Conduct performance reviews and evaluations for program staff.
- Responsible for maintaining student participation and attendance throughout the year via recruitment and retention activities, including “student voice and choice” strategies.
- Ensure that student records and attendance data are maintained in an accurate manner
- Assist in planning and execution of fundraising activities as directed by Executive Director.
- Provide support for organizational operations such as payroll, verifying employee background checks, and reconciling spending reports.
- Document program activities via video, photos, and recording student success stories.
- Serve as a liaison with school personnel and community groups to maintain positive public and working relations of program with community partners.
- Occasional travel off-site meetings, trainings and events.
- Perform other duties as assigned

WHO SHOULD APPLY?

The Program Director should embody ASAS’s core values: accountable, collaborative, transparent, proactive, and entrepreneurial. The successful candidate will demonstrate the ability to lead, coach, and train program staff to accomplish demonstrated objectives, while maintaining robust operational systems ensuring student safety and success. This position requires the flexibility to travel within the greater New York City area, excellent relationship-building skills, and a commitment to the mission to provide youth with quality afterschool programming.

- An undergraduate degree is required. Teaching experience or experience running after-school programs is preferred.
- Bilingual in Spanish/English is a plus.
- Experience working in a leadership or supervisory capacity in a school, after school, day camp or community youth outreach setting.
- Ability to work cooperatively and collaboratively with school district staff, public officials, private sector officials, parents and community leaders.
- Familiarity with quality criteria for after school programs.



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- Familiarity with youth development principles and middle school aged youth
- Ability to communicate effectively and demonstrate sensitivity to others as well as respond to critical incidents and act swiftly in an emergency situation.
- Familiarity with basic computer software programs
- Must clear DOJ & FBI Livescan and Tuberculosis Clearance
- Familiarity and experience with diverse populations strongly preferred
- Availability to work evenings and Saturdays as needed; some travel within the United States required
- Must be on school site during program hours of approximately 3:00-6:00pm.

SALARY AND BENEFITS:

This is a full-time, non-exempt position (40 hours/week); 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 DEVELOPMENT ASSISTANT ROLE:

Please submit a cover letter and resume via e-mail to: NYNJjobs@afterschoolallstars.org.

Your cover letter should be in PDF format and answer two questions: 1) Describe a time you set up a process or system.
2) How does the Program Director goal align with your personal mission?

Please put "Program Director, New York" 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