



Position: Program Director
Organization: After School All-Stars
Location: Las Vegas, NV

ORGANIZATION BACKGROUND:

After-School All-Stars (ASAS) is one of the leading national after-school program providers in the country. Our comprehensive school-based programs combine academics, enrichment, and health and fitness activities to help build the knowledge and skills children need to succeed, both in school and in life. Founded as a national organization by Arnold Schwarzenegger in 1992, ASAS is building a national model for after-school program delivery through our 19 chapters, all of which serve nearly 90,000 youth in major urban centers. After-School All-Stars Las Vegas (ASASLV) programs reach nearly 6,000 students annually across 14 school campuses in Las Vegas.

A UNIQUE OPPORTUNITY:

ASASLV is currently seeking an exceptional and dynamic leader for the Program Director (PD) position in Las Vegas. The PD will report to and work closely with the Executive Director (ED); general responsibilities include overall program/staff management and leadership, and the strategic development, growth, and monitoring of programs at all our school sites.

SPECIFIC RESPONSIBILITIES:

- Responsible for effective program oversight throughout the year that includes reviewing session planning, development of class selections for students, site visits, culminating events, collaboration with core day initiatives, and field trips.
- Responsible for creation and monitoring school/grant budgets, and ensure grant objectives are met.
- Complete program grants reports to align with grant objectives.
- Work with Program Managers to build and implement best-in-class systems, processes, procedures, and tools to support site level operations.
- Recruit, hire, and train effective program staff, capable of managing and leading a school and ensure that staff are developing high quality, comprehensive after-school programming.
- Supervise, conduct coaching sessions, performance reviews and evaluations for program staff.
- Responsible for monitoring/evaluating student attendance reports throughout the year via database systems.
- Ensure that student records and attendance data are maintained in an accurate manner.
- Oversee program assessment metrics (including the YPQA process), create program improvement goals, and implement growth plans with the support of the Regional Program Manager.
- 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 Las Vegas area, excellent relationship-building skills, and a commitment to the mission to provide youth with quality afterschool programming.



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- 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
- 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.
- 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.
- Proficiency in Microsoft Office, including Word, Excel, PowerPoint, and Outlook.
- Must pass fingerprinting and a comprehensive background check.
- Must have reliable transportation and carry current auto insurance.
- Familiarity and experience with diverse populations strongly preferred.
- Availability to work evenings and Saturdays as needed; some travel within the United States required.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying the Program Director position. Employees will be required to follow any other job-related duties required by their supervisor.

SALARY AND BENEFITS:

The salary range for this position is \$60,000- \$67,000 annually and is commensurate with qualifications and experience of the individual candidate. ASAS offers competitive benefits including, but not limited to health, dental, and vision. This position does include a cell phone and mileage reimbursement.

HOW TO APPLY FOR THE PROGRAM DIRECTOR ROLE:

Please submit a **resume and cover letter** in PDF format via e-mail to: asasjobs@afterschoolallstars.org. Your cover letter should be in PDF format, addressed to the Senior Director of Talent Development, and indicate how your experience is relevant to this role with [After-School All-Stars](#). Please put "PD, LV" 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