



Position: Program Manager
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:

ASAS Las Vegas is currently seeking an exceptional and dynamic leader for the Program Manager (PM) position in Las Vegas. The Program Manager is essential to the success of ASAS programming and is responsible for leading and managing multiple ASAS school sites to ensure a safe and dynamic program environment. This position reports to the ASAS Program Director and works collaboratively with a team of Program Managers and other agency staff. Each Program Manager is typically assigned between 3 and 6 school sites in which they work collaboratively with school staff to provide a comprehensive program experience to youth. The Program Manager visits each of their assigned school sites weekly to provide direct supervision to Site Leaders within the school and visit classrooms to build positive relationships with the after-school staff and youth participants. Program Managers are part of a team that works closely to develop, implement, and evaluate after-school programming that follows best practices and supports the needs of at-risk youth.

SPECIFIC RESPONSIBILITIES:

- Ensure that school sites are providing high quality, comprehensive after-school programming through routine site visits and assessment tools.
- Identify and oversee 1 to 2 Site Leaders at each school site, including routine coaching meetings and performance reviews.
- Train incoming instructors to the program. Support sites in the identification and hire of internal and external program instructors, including screening and interviewing.
- Work with the ASAS Staff, School Administrators and Site Leaders to establish the program offerings and schedule for each site's after-school program, including session planning, development of class selections for students, site visits, field trips, and culminating events.
- Support Site Leaders in the implementation of recruitment and retention strategies for student participants, including lunchtime promotion, assemblies, school events, flyers, and brochures.
- Thoroughly understand and ensure compliance with state, federal, and general grant requirements.
- Thoroughly understand, review, and monitor budgets for assigned school sites.
- Ensure that student records and attendance data are maintained in an accurate manner (e.g., registration forms, menus, attendance records).
- Serve as a liaison between the organization and the school sites (e.g., school personnel and community partners) to maintain positive public relations of program.
- Maintain clear and constant communication with Program Director, program team, staff, school administration, and all program stakeholders.
- Participate in the planning and organizing of agency and program-related events, including fundraisers, culminating events, and field trips.
- Perform other duties as assigned



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WHO SHOULD APPLY?

A strong applicant for this position will be a collaborative, flexible, and proactive professional with a can-do attitude, strong organizational and communication skills, and a passion for working with at-risk youth. In addition to the following:

- Minimum requirement: Associate's Degree and a minimum of one year of progressive experience managing program or High School Diploma/GED and a minimum of four years of progressive experience managing programs; Bachelor's degree is preferred.
- Experience working with at-risk populations, preferably at-risk youth within public school systems.
- Ability to work cooperatively and collaboratively with Clark County School District staff, public officials, private sector officials, parents, community leaders, and all other agency stakeholders.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to demonstrate sensitivity to the needs of youth and diverse populations.
- Proficiency in Microsoft Office, including Word, Excel, PowerPoint, and Outlook.
- Ability to maintain a flexible schedule, including working some evenings and weekends as needed.
- Ability to maintain professional attitude and appearance with all program stakeholders.
- Fluency in Spanish is highly desirable.
- Must pass fingerprinting and a comprehensive background check.
- Must have reliable transportation and carry current auto insurance.

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 \$40,000- \$47,000 annually and is commensurate with qualifications and experience of the individual candidate. ASAS offers a comprehensive benefits package. The typical schedule for this role is Full-Time, 8:30 a.m. to 5:00 p.m. Monday through Friday; hours will vary based on program and agency events.

HOW TO APPLY FOR THE PROGRAM MANAGER 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 "PM, 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