



Position: Program Manager
Organization: After School All-Stars DC
Location: Washington DC

ORGANIZATION BACKGROUND:

Founded in 1992, [After-School All-Stars](#) provides free, daily afterschool programs to middle school aged youth in school sites 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 as the Program Manager, reporting to the Program and Systems Director of the DC Chapter. The Program Manager's primary responsibilities will include: collaborative oversight of program and expansion strategy, oversight of program operations in collaboration with the Operations Manager, project and partnership implementation, consistent monitoring and oversight of local school programming and daily operations in collaboration with the Site Coordinators and school administrators, program staff management (i.e., instructional coaching for Program Leaders, AmeriCorps members, and partners, professional development, and training) in collaboration with the Program and Systems Director, and evaluation of systems' effectiveness and their impact on programming and staff.

Program Manager Job Overview:

The Program Manager (PM) should embody ASAS' core values—accountability, collaboration, transparency, proactiveness, and entrepreneurial spirit—and will demonstrate the ability to lead, coach, and train program staff to accomplish established objectives and achieve instructional excellence. This position requires flexibility to travel within the D.C. region, excellent relationship-building and collaboration skills, superb organizational skills and attention to detail, the ability to juggle multiple projects and tasks simultaneously, and a commitment to the mission of ASAS.

SPECIFIC RESPONSIBILITIES:

The **Program Manager (PM)** should embody ASAS' core values—*accountability, collaboration, transparency, proactiveness, and entrepreneurial spirit*—and will demonstrate the ability to lead, coach, and train program staff to accomplish established objectives and achieve instructional excellence. This position requires flexibility to travel within the D.C. region, excellent relationship-building and collaboration skills, superb organizational skills and attention to detail, the ability to juggle multiple projects and tasks simultaneously, and a commitment to the mission of ASAS.

Program oversight and implementation

- Assist in the design of high-quality programming and ensure the program implementation is in alignment with the Executive Director and National office vision.
- Oversee and grow quality after-school programming at program sites.
- Ensure expectations relating to grant objectives and reporting processes are being met.
- Work with the Program and Systems Director to develop and maintain relationships with key stakeholders in the DC community.
- Collaborate with the National Evaluation Team and external evaluators to systematically address feedback from stakeholders (e.g. surveys of students, parents and partner schools).
- In coordination with the Program and Systems Director, assist in the implementation of Youth Program Quality Assessment (YPQA) at program sites.
- Provide training, build culture, and promote positive team dynamics across schools' teams, fostering professional relationships between Site Coordinators and Program Leaders.
- Manage and supervise the Site Coordinators.



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- Supervise AmeriCorps members' work at local sites and ensure that their activities meet grant requirements.
- Coach Program Leaders in classroom management and instructional strategies.
- Assist the Program and Systems Director and Operations Manager in implementing and evaluating systems (CitySpan, Safe and Healthy initiative, YPQA) for maximum effectiveness.

Program Operations

- Sustain effective program planning throughout the year, including session planning, developing student class selections and scheduling, assisting with and preparing for site visits, ensuring alignment with core program initiatives, and supporting Site Coordinators in planning field trips and culminating events.
- Under the guidance of and in collaboration with the Program and Systems Director, recruit, hire, and train effective Site Coordinators, Program Leaders and AmeriCorps members.
- Conduct regular performance reviews and evaluations for program staff (i.e. Site Coordinators, AmeriCorps members, and Program Leaders).
- In collaboration with the Program and Systems Director and the Site Coordinators, strive to meet Average Daily Attendance goals at each site, implementing creative recruitment and retention strategies.
- Assist the Operations Manager in ensuring that student records and attendance data are maintained accurately by advising Site Coordinators on how to properly maintain and enter student's data.
- Act swiftly and demonstrate a sense of urgency to identify and solve problems in the implementation of successful programming.

Development and Marketing

- Attend donor and partner meetings as needed.
- Assist with implementing fundraising strategies to support the goals, objectives, and activities of ASAS DC.
- Work with colleagues across the ASAS national network to share information and resources, collaborating on national programming efforts.
- Travel to off-site meetings, trainings, and events.
- Perform other duties as assigned.
- Support Director of Development in entering and maintaining Salesforce data.
- Proficiency with excel.

WHO SHOULD APPLY?

The Program Manager is a manager level leadership position and is expected to have several years' experience in the field of nonprofit management, with demonstrated success in program and organizational oversight and preferred teaching experience. Strong written and oral communication skills are essential. An understanding of the local non-profit education landscape in DC is preferable. Must clear mandated background checks. An undergraduate degree is required. *This position is ideal for a non-profit leader with a passion for building an organization. Candidates living in the DC area are encouraged to apply.*



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SALARY AND BENEFITS:

- Healthy work/life blend
- Benefits package, including medical, dental, vision, a 403b match
- 18 days of paid time off
- 40 hours of paid Flex time
- 17 paid holidays

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

HOW TO APPLY FOR THE OPERATIONS COORDINATOR ROLE:

Please submit a resume and a cover letter via e-mail to: asasjobs@as-as.org. Your cover letter should be in PDF format and indicate how your experience is in direct alignment with the mission and vision of After-School All-Stars. Please put "Program Manager, Washington DC" and your last name in the subject heading.

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LEARN MORE ABOUT AFTER SCHOOL ALL-STARS:

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