



Position: Part-Time Instructional Leader

Organization: After-School All-Stars Greater Philadelphia / Camden

What Defines Our Culture:

Entrepreneurial • Collaborative • Transparent • Accountable • Proactive

Who We Are:

After-School All-Stars (ASAS) is one of the leading national after-school program providers in the country. With a special focus on the middle school age group, 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 by Arnold Schwarzenegger in 1992, ASAS is building a national model for on-site after-school programs during the hours of 3:00-6:00 p.m. providing delivery of impactful programs through our 19 chapters, all of which serve nearly 70,000 youth in major urban localities.

What We Need:

ASAS Philadelphia and Camden is currently seeking passionate and talented Instructional Leaders to lead and deliver high-quality enrichment programs. Reporting to the **Educational Coordinator**, the Instructional Leader is responsible for developing lesson plans, managing behavior, ensuring the safety of students, and facilitating daily implementation of programs.

What You Will Do:

The **Instructional Leader** should embody ASAS's core values: *accountable, collaborative, transparent, proactive, and entrepreneurial* and will demonstrate the ability to lead students to accomplish established objectives.

Compensation: \$20/hr

Responsibilities

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

Youth Supervision:

- Supervise students at all times
- Attend program daily, Monday – Friday (per your shift)
- Follow the ASAS code of student conduct when disciplining students
- Assist with the distribution, supervision, and clean-up of snacks in the cafeteria

Curriculum Development:

- Prepare and plan activities that reflect the required program curriculum
- Develop schedules that incorporate student interests, required curricula and timeframes, and ensures their accurate implementation
- Follow enrichment/academic/health and fitness schedules accurately
- Attend professional development activities and meetings
- Assist in planning end-of-session culminating events
- Assist in acquiring and coordinating program equipment, materials, facilities, nutrition, and transportation needs on site
- Submit daily, weekly and monthly lesson plans

Facilitation:

- Work in conjunction with the Program Manager, Educational Coordinator, and fellow Instructional Leaders to ensure the smooth delivery of program activities
- Support student recruitment and promotion of the program
- Gauge student interests and interact with students to ensure all students are always engaged in the learning process
- Prepare supplies, materials, and any other items needed before meeting the students
- Create and maintain an inviting, safe, and orderly environment including ensuring cleanliness of classrooms, auditorium, and other areas where the program is held
- Maintain professional and positive relationships with school staff, partners, students, and parents

Data Management:

- Maintain accurate attendance data and reports
- Submit required data on time and accurately

Experience and Education

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; preferred candidates will have coursework in education, social or human services, child development, or related field is desirable
- Individuals who may have experience in the following areas: Math, English, Business, Music, Dance and Computer Literacy are highly desired
- One or more years' experience working in an after school, day camp, or community youth outreach setting is preferred
- Familiarity with quality criteria for after school programs preferred
- Familiarity with youth development principles and middle school aged youth preferred
- Experience creating lesson plans or multi-week curriculum preferred
- Ability to work cooperatively and collaboratively with school district staff, program staff, parents, and community leaders
- Ability to communicate effectively and demonstrate sensitivity to others as well as respond to critical incidents and act swiftly in an emergency situation
- Familiarity and experience with diverse populations and cultural competencies strongly desired
- Excellent organizational skills and
- Familiarity with basic computer software programs
- Must clear School Aged Children Care Program requirements, Statewide Central Register of Abuse and Maltreatment (SCR) clearance as well as Medical, FBI Live scan and Tuberculosis Clearances

How to Apply:

- 1) Please submit your resume & cover letter via e-mail to stephanie.perez@afterschoolallstars.org
- 2) Please put "Part-Time Instructional Leader ASAS Philadelphia and Camden" and your last name in the subject heading

To learn more about ASAS, please visit our website:

www.afterschoolallstars.org

www.ASASPhiladelphia.org