Position: Site and Operations Coordinator (full-time)
Organization: After-School All-Stars New York
Office Location: New York, New York

ORGANIZATION BACKGROUND:
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 include Academic Readiness, Career Exploration, STEM, Wellness/Social Emotional Learning, and the Arts to help build the knowledge and skills children need to succeed, both in school and in life. Founded by Arnold Schwarzenegger in 1992, ASAS provides free, daily after-school programs to more than 80,000 youth in over 400 school sites in 19 chapters across the U.S. ASAS New York serves over 2000 students within six schools across New York.

A UNIQUE OPPORTUNITY:
The Site and Operations Coordinator, a hybrid role shares responsibilities for a specific after school site and across the chapter and multiple in specific areas. These areas include compliance with New York city and state requirements for School-Aged Child Care, Department of Education, and the Department of Health. Under the direction of a Program Director and project-based/matrix reporting relationship to the Operations Manager, the Site and Operations Coordinator will play a critical role in supporting our programs and chapter’s administrative operations. The ideal candidate will have experience in after school site operations and program management, including human resources (HR), operations, communications, finance, and research skills to assist with special projects.

SPECIFIC RESPONSIBILITIES:

Site Coordination
- Coordinate the administrative responsibilities of a New York After-School All-Star school site
- Screen applicants for frontline program positions
- Assist with interviewing frontline program staff, in coordination with the Program Manager
- Manage hiring paperwork, background checks and HR onboarding for new program staff
- Assist with tracking and communicating after-school program supply needs
- Provide programmatic school site support, when needed (e.g. end of session celebrations, special events, call-outs of staff, etc.)

Chapter Human Resources Operations Support
- Assist the NY chapter’s Operations Manager with HR onboarding processes including:
  - New York School-Aged Child Care licensing HR training and paperwork requirements.
  - Assist site coordinators across the chapter with complying with these requirements
  - New York Department of Health training and paperwork requirements
  - Assist site coordinators and program directors with complying with these requirements

EXPERIENCE & PROFESSIONAL DEVELOPMENT:
- Immersion and wealth of experience in after school programming
- Training and/or knowledge of/in New York Department of Health and School Aged Child Care licensing requirements
• Training in HR compliance for New York City and State
• Mentoring from a highly effective team

Special Projects
• Compile documents for special projects as needed
• Collaborate with staff across the chapter as needed
• Support Operations Manager on various planning, processes and projects as needed

QUALIFICATIONS & SKILLS REQUIRED
The Site and Operations Coordinator should embody ASAS’s core values: accountable, collaborative, transparent, proactive, and entrepreneurial. The successful candidate should have one to two years of accounting experience through work or school, preferably in a non-profit office setting. Undergraduate degree preferred.
- Highly organized with excellent written communication skills
- Dependable, conscientious, detail-oriented, and capable of managing deadlines
- Capable of working independently as well as with a team
- Flexible and able to adapt to changing position demands
- Self-starter
- Knowledge of Microsoft Office (required)
- Ability to work under time constraints and meet deadlines
- Pride in self, work, and organization with tasks performed at a high level of accuracy
- Ability to tackle work assignments head-on in a positive and efficient manner
- Tech-savvy and a fast learner

HOW TO APPLY:
1) Please submit your resume & cover letter via e-mail to asasjobs@afterschoolallstars.org.
2) Please put "Site and Operations Coordinator, ASAS New York" and your last name in the subject heading
3) Your cover letter should be no more than one page, submitted in PDF format