



**Position:** Program Coordinator  
**Organization:** After School All-Stars  
**Location:** Tampa Bay, Florida

### **ORGANIZATION BACKGROUND:**

Founded in 1992, [After-School All-Stars](#) provides free, daily afterschool programs to over 90,000 youth in over 450 school sites in 19 chapters 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 Coordinator, reporting to the Operations Director of the Tampa Chapter. The Program Coordinator's primary responsibilities will include: program leadership, site staff management (i.e., coaching, professional development, and training), consistent monitoring of after-school programs at multiple partnering school sites, and management of data collection and grant compliance.

### **SPECIFIC RESPONSIBILITIES:**

#### **PROGRAM QUALITY AND EXPANSION**

- Oversee and provide guidance to multiple out-of-school time program sites
- Grow and enhance quality afterschool programming at all partner schools
- Ensure expectations relating to grant objectives and reporting processes are being met
- In coordination with the Operations Director, implement Youth Program Quality Assessment (YPQA) at all partnering school sites
- Provide training, build culture, and team dynamics across all sites
- In coordination with the program leadership team, develop and implement strategies for student recruitment, retention and average daily attendance
- Maintain relationships with program partners and support implementation of partner activities in program.

#### **PROGRAM OPERATIONS AND STAFF DEVELOPMENT**

- Sustain effective program planning throughout the year that includes session planning, curriculum development, developing student class selections, assisting with and preparing for site visits, ensuring alignment with core program initiatives, as well as coordinating and planning field trips and culminating events
- Recruit, hire, and train effective Site Coordinators and Program Leader staff and ensure that they are developing high quality, comprehensive after-school programming
- Conduct regular performance reviews and evaluations for program staff (i.e. Site Coordinators and Program Leaders)
- Work closely with the chapter leadership team to manage successful implementation of the ASAS national model and initiatives
- Serve as a liaison with the school communities and partners
- Advise Site Coordinators on communication with school administration, families and other school staff
- Work with the Operations Director to develop and understand site budgets and to familiarize site coordinators with budget related information
- Meet or exceed Average Daily Attendance (ADA) goals throughout the year via student recruitment and retention activities, including student voice and choice engagement strategies
- Ensure that student records and attendance data are maintained accurately
- Assist Site Coordinators with maintenance of student records and entry of attendance records
- Act swiftly and demonstrate a sense of urgency to identify and solve problems



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- Follow risk management best practices and ensure participants and staff have a safe environment and are following proper procedures to prevent incidents and accidents.
- Maintain communication flow with Executive Director, Operations Director, program staff, and schools

### ORGANIZATIONAL LEADERSHIP

Support the Operations Director with ongoing overall management of ASAS Tampa Bay

- With support of the OD, provide ongoing management of site budgets as well as the overall program budget.
- As a key member of the chapter leadership team, contribute to the development and implementation of robust operational and organizational systems to ensure the success of ASAS Tampa Bay

### ADDITIONAL RESPONSIBILITIES

- Attend board and partner meetings as needed
- Ensure that marketing is carried out in keeping with the organization's values, mission, vision and brand guidelines
- Travel to off-site meetings, trainings, and events
- Perform other duties as assigned

### PROGRAM COORDINATOR JOB OVERVIEW:

The Program Coordinator (PC) should embody ASAS's core values: accountable, collaborative, transparent, proactive, and entrepreneurial and will demonstrate the ability to lead, coach, and train site staff to accomplish established objectives. This position requires flexibility to travel within the Tampa Bay Area, 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.

The Program Coordinator supervises Site Coordinators. With the input of the Operations Director, this team works to co-design, establish, implement, and review program systems and logistics. Each Site Coordinator oversees the daily management of the after-school program at their assigned school site, including coordinating daily upkeep of the attendance database system, monitoring program flow and structure, maintaining school-based relationships with administrators and teachers, and assisting the PC with the management and training of Program Leaders. With the support of the OD and Operations Coordinator, the PC also recruits, onboards, and trains all Program Leaders. Program Leaders are the frontline staff that instruct daily programs, oversee classroom management, and implement lesson plans to keep students engaged. The PC will receive guidance and resources from the OD and the Regional Program Manager in the areas of strategic planning, professional development and training, program resources, program quality assessment, and maintaining alignment with the National organization's mission and vision.

### WHO SHOULD APPLY?

The Program Coordinator is a leadership position and is expected to have at least 3-5 years experience in the field of nonprofit management with demonstrated success in program and organizational oversight. Must be energetic, youth-focused, and proactive, with a passion for providing high-quality programming to youth. Have experience working in a leadership or supervisory capacity in specifically coaching and developing staff in a school, day camp or community youth outreach setting. Strong written and oral communication skills are essential. An understanding of the local non-profit, education landscape in the Tampa Bay Area is preferable. Must clear DOJ & FBI Livescan and tuberculosis test. An undergraduate degree is preferred. This position is ideal for a non-profit leader with a passion for building an organization.



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### **SALARY AND BENEFITS:**

The salary for this position is commensurate with qualifications and experience of the individual candidate. ASAS promotes a healthy work/life blend and offers a competitive benefits package, including medical, dental, vision, a 403b match, 18 days of paid time off, flex time, and 15 paid holidays.

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

### **HOW TO APPLY FOR THE PROGRAM COORDINATOR ROLE:**

Submit a cover letter and resume via e-mail to: [jobs@afterschoolallstars.org](mailto:jobs@afterschoolallstars.org).

Please put "Program Coordinator, ASAS Tampa Bay" and your last name in the subject heading. Your cover letter should be no more than one page, submitted in PDF format, and answer the question: "What is your vision of a successful after-school program?"

### **LEARN MORE ABOUT AFTER SCHOOL ALL-STARS:**

To learn more about ASAS, please visit our website: [www.afterschoolallstars.org](http://www.afterschoolallstars.org)