



POSITION: DALLAS PROGRAM LEADER

Organization: After-School All-Stars North Texas

School Locations:

- **North Dallas** E.D. Walker Middle School, Thomas C. Marsh Preparatory Academy;
- **Oak Cliff / South Dallas** – Hector P. Garcia Middle School, Life School Oak Cliff Charter,

Areas of Opportunity: Sports, Robotics, STEM, Coding, Music Instruction, Art, Nutrition, Gaming, Social Emotional Learning.

*Additional program areas will be considered with relevance to organization goals

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 activities and learning 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 at-risk youth in major urban centers.

Roles and Responsibilities:

The part-time Program Leader, under the direction of the Program Manager (PM) and Site Coordinator (SC), is responsible for the daily implementation of the After-School All-Stars program model:

- Prepare and plan activities that reflect the required program curriculum
- Ensure cleanliness of classrooms, gym, and other areas of program
- Supervise and engage students at all times, prioritizing safety
- Be at the school site during program hours, approximately 3pm-6:30pm Mondays through Thursdays
- Work in conjunction with the SC and fellow Program Leaders to ensure the smooth delivery of program activities
- Complete attendance accurately and report absentees to SC
- Review and implement existing ASAS curriculum
- Prepare supplies, materials, and any other items needed before program starts
- Follow the ASAS student code of conduct when disciplining students
- Report disruptive behavior and/or areas of concern to the SC
- Assist with the distribution, supervision, and clean-up of snacks



- Assist in coordinating program equipment, materials, facilities, nutrition, and other needs on site
- Assist in planning end-of-semester culminating events
- Maintain professional and positive relationships with school staff, including principal, teachers, custodians, and office staff
- Follow proper reporting of time worked by adhering to ASAS sign-in/out procedures and notifying the SC of any absences in advance
- Attend professional development activities and meetings provided by ASAS
- Ability to adapt to various circumstances
- Help monitor student health and safety for COVID-19 related factors

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 underserved youth.

- Some undergraduate study is required; coursework in education, social or human services, child development, or related field is desirable
- One or more years' experience working in an after school, day camp, or community youth outreach setting is preferred
- Ability to work cooperatively and collaboratively with school district staff, program staff, parents, and community leaders
- Knowledge of quality criteria for after school programs preferred
- Familiarity with youth development principles and middle school aged youth preferred
- Ability to communicate effectively and demonstrate sensitivity to others as well as respond to critical incidents and act swiftly in an emergency
- Excellent organizational skills
- Familiarity and experience with the Dallas's diverse populations strongly preferred
- Spanish speaker preferred
- Strong technology capabilities in case virtual enrichment is needed

Traits and Characteristics

The successful candidate will be a self-starter with a great personality, passionate about serving youth in an educational setting, and the ability to mentor middle school aged students, ensuring that they have a positive and fun after school experience. Program Leaders are crucial to a successful after-school program.

Pay and Schedule:

The pay for this position is \$17 per hour. The hours for this position will range from 13-17 hours weekly. Tentative schedule is set for Monday through Thursday from 3pm-6:30pm



To Apply:

Please submit a resume and short letter of interest to **northtexasjobs@afterschoolallstars.org**. If you have a preference on site location(s) or activities to lead, you should include that in your email. Please put "ASAS NTX Program Leader" and your last name in the subject heading.

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

To learn more about ASAS, please visit our website:

www.afterschoolallstars.org & www.asasnorthtexas.org