



**Position:** Director of Program & Impact  
**Organization:** After-School All-Stars  
**Location:** Camden, NJ; Philadelphia, PA

### **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 goals for our All-Stars are to be healthy and active, to graduate high school and go on to college, to find a job that they love and to give back to their communities.

### **A UNIQUE OPPORTUNITY:**

After-School All-Stars is currently seeking a Director of Program & Impact (DPI), with a focus on codifying high-quality afterschool enrichment programs for students in Camden, New Jersey, and Philadelphia. Reporting to the Executive Director, the DPI's primary responsibility will be to ensure the chapter is operating efficiently and in compliance with state regulations and funder expectations. The DPI will work collaboratively with the Executive director in the overall day-to-day management of the chapter. The majority focus of the role will be to oversee ASAS Philly-Camden's school enrichment programs across nine sites and manage a team of 30+ professionals committed to ensuring students learn, grow, and succeed in school and life. This is an ideal position for an individual who is passionate about closing the education and opportunity gaps that exist in inner-city communities and making a positive impact in the lives of students.

### **SPECIFIC RESPONSIBILITIES:**

- Ensure high-quality enrichment programs are in place to serve approximately 800 students throughout Camden and Philadelphia
- Develop and maintain positive working relationships with school leaders and program partners
- Oversee team of three (3) Program Managers who provide high-level coach and support the chapter's nine (9) Education Coordinators who manage the day-to-day operations of the ASAS Philly-Camden enrichment program
- Develop and implement the chapter's student enrollment and course selection process
- Oversee data collection process (student enrollment & attendance, surveys, evaluations), and maintaining accurate records
- Work with National Evaluation Team to administer, collect, analyze, and review student attendance, enrollment, and survey data
- Work with Director of Curriculum & Instruction to ensure Program Leaders have access to curriculum, are completing lesson plans, and are providing high-quality instruction and developing positive relationships with students
- Co-plan staff orientation, onboarding, and professional development trainings for staff during school year, and in preparation for summer camp
- Oversee updates and revisions to operations related documents – i.e. employee handbooks, parent handbooks, operations manuals
- Oversee chapter's communication efforts and other innovative approaches to connecting with youth and families

### **SPECIFIC RESPONSIBILITIES CONT'D:**



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- Oversee the chapter's youth leadership development, volunteer engagement, and local community engagement work efforts
- Oversee chapter's communication efforts with stakeholders via website, email, and social media platforms
- Travel to offsite meetings, trainings, and events; some overnight travel required

### **WHO SHOULD APPLY?**

The Director of Program & Impact (DPI) will embody ASAS's core values: accountable, collaborative, transparent, proactive, and entrepreneurial, and demonstrate a commitment to the mission of helping kids succeed in school and in life. This individual will have demonstrated success in program development, youth engagement and working in a collaborative style. The DPI should be an ambitious professional who will be excited to codify and expand programs to new schools and communities. S/he will enjoy working in an entrepreneurial setting and will be eager to build a growing team. Strong written and oral communication skills are essential. This position is on-site.

The ideal candidate will also demonstrate the following:

- 3 to 5 years of relevant experience in program development, youth engagement or education
- Excellent oral and written communication skills
- Dependable, conscientious, detail oriented and capable of managing deadlines
- Capable of working independently as well as part of a team
- Flexible and able to adapt to a fast-paced, ever-evolving environment
- Available to work in-office and/or at site
- An undergraduate degree is required

### **SALARY AND BENEFITS:**

The starting 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 DIRECTOR OF DEVELOPMENT ROLE:**

Please submit a **resume and cover letter** in PDF format via e-mail to:

[nicole.harris@afterschoolallstars.org](mailto:nicole.harris@afterschoolallstars.org). Please put "DPI" and your last name in the subject heading.