



Position: Program Manager

Organization: After-School All-Stars

Reports to: Director of Program & Impact

Location: Newark, New Jersey (on-site)

Organization Background:

Founded in 1992, After-School All-Stars is a national non-profit organization which provides free, daily afterschool programs to over 90,000 children in need on over 400 school sites in 19 chapters across the U.S. Our goals for our All Stars are the same we have for our own children: 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. We achieve this by identifying and fueling our students' individual passions, tying their interests to tailored academic support, enrichment and health and fitness programming. After-School All-Stars gives our students a safe-haven during the hours of 3pm-6pm—the time of day when youth violence, drug use and other delinquent behaviors are most likely to occur. By creating caring youth adult relationships and incorporating service learning into all that we do, we help our All-Stars gain the confidence, skills, and role models they need to become leaders in their community.

A Unique Opportunity

After-School All-Stars is currently seeking a Program Manager (PM) to enhance program operations at ASAS New Jersey. The NJ Program Manager will embody ASAS NJ's core competencies: STRUCTURE, ACCOUNTABILITY, RESPONSIBILITY, AND PRIDE and demonstrate the ability to ensure our sites operate in compliance and our students participate in enrichment programs in safe and supportive environments. The Program Manager demonstrates excellent organizational skills, relationship-building and collaboration skills, consistent attention to detail, the ability to juggle multiple projects and tasks simultaneously, and a commitment to the mission of ASAS. The Program Manager reports to the Director of Program & Impact and works with a team of leaders who are committed to ensuring students enjoy their afterschool experience. The PM will work both in-office and at the sites she/he/they will manage.

Specific Responsibilities:

Program Quality:

- Oversee and grow high-quality afterschool programs across six (6) ASAS NJ sites
- Recruit, hire, train and supervise a team of six (6) Site Coordinators who oversee daily afterschool and summer enrichment programs for 100+ students across each site
- Support SCs with effective program plan roll-out throughout the year that includes compliance checks, session planning, developing student class selections, assisting with, and preparing for site visits, ensuring alignment with core program initiatives, planning field trips, and coordinating culminating events
- Provide training, build culture, and promote positive team dynamics across ASAS NJ sites
- Coach staff on how to teach and empower students through project-based learning activities that support students' academic and social-emotional development
- Assist with training staff on operation protocols, continuous quality improvement, and implementation of high-quality enrichment programs
- Conduct regular performance reviews and evaluations for program staff

**Program Operations:**

- Provide high-level supervision of SC's supply and equipment inventory across ASAS sites
- Assist Director of Program & Impact with codifying Youth Advisory Board at site
- Ensure all student records and attendance data are maintained accurately for compliance and grant reporting purposes
- Oversee student recruitment and retention plans to maintain average daily attendance goals at each site
- Assist Director of Program & Impact (DPI) in ensuring compliance with protocols regarding collection of student enrollment and permission forms
- Oversee Safe and Healthy Operation Walkthroughs across ASAS sites
- Oversee state child-care licensing process across ASAS sites; manage relationship with state licensing inspectors
- Develop and maintain relationships with school leaders, parents, and key stakeholders
- Travel daily to school sites and occasionally to off-site meetings, trainings, and events

Who should apply?

The Program Manager is a manager level leadership position and is expected to have several years' experience in the field of non-profit management, with demonstrated success in managing a team of professionals, and overseeing high-quality youth empowerment programs. Teaching and mentoring experience preferred. Strong written and oral communication skills are essential. Must clear mandated background checks. An undergraduate degree is required. This position is ideal for a non-profit leader with a passion for building an organization that serves young students in underserved communities.

Salary and Benefits:

The salary for this position is commensurate with qualifications and experience of the individual candidate. ASAS offers competitive benefits including, but not limited to health, dental, vision, and an employer match for our 403(b) plan.

How to apply:

Please submit a cover letter and resume via e-mail to: asasnj@afterschoolallstars.org. Your cover letter should be in PDF format and indicate how your experience is in direct alignment with the mission and vision of After-School All-Stars. Please put "NJ Program Manager" and your last name in the subject heading.

To learn more about ASAS, please visit our website: www.asasnj.org