



**Position:** Site Coordinator (Full Time)  
**Organization:** After School All-Stars  
**Location:** Tampa Bay

### **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 combine academics, enrichment, and health and fitness activities to help build the knowledge and skills children need to succeed, both in school and in life. Founded by Arnold Schwarzenegger in 1992, ASAS is building a national model for on-site after-school programs during the hours of 3:00-6:00 p.m. providing delivery of impactful programs through our 19 chapters, all of which serve nearly 70,000 youth in major urban localities. With the recent award of a national expansion grant, ASAS launched programs in the Tampa, Florida during Spring of 2016. The program has been growing and thriving for five years in the bay area as we now service 6 schools.

### **A UNIQUE OPPORTUNITY:**

ASAS is currently seeking an exceptional and dynamic leader for the position of Site Coordinator. Reporting to the Program Manager, general responsibilities include daily operation of the after-school program, including, but not limited to strong leadership, overseeing personnel/program staff (i.e. coaching), consistent monitoring of after-school program, daily student attendance tracking and general program operation. Candidates with experience in curriculum development and curriculum based academic programs is preferred. ASAS is looking for someone with charisma to effectively promote the ASAS brand and culture to the program staff and students.

### **SPECIFIC RESPONSIBILITIES:**

- Maintain an inviting, safe, and orderly environment
- Maintain a clear and consistent line of communication with program staff, school administration, and parents
- Develop schedules that incorporate student interests, required curricula and timeframes, and ensure their successful implementation
- Provide day-to-day oversight of programs and after-school staff (i.e. Program Leaders and teachers)
- Ensure that Program Leaders are developing high-quality programming by collecting and reviewing lesson plans for content and effective planning
- Acquire and manage program equipment, materials/supplies, and facilities
- Coordinate meal distribution to students in the after-school program and properly track and account for all meals
- Coordinate any transportation needs for field trips or special events
- Monitor student behavior on site during program hours and utilize appropriate discipline measures, as necessary
- Maintain student participation and attendance throughout the year via recruitment and retention activities, including student voice and choice engagement strategies
- Meet or exceed Average Daily Attendance (ADA) goals throughout the year
- Maintain and forward fiscal data, including receipts, timesheets, supply/material requests, evaluations, attendance data, and reports to the Program Manager per established procedures and timelines
- Attend professional development, training activities, and meetings provided by ASAS
- Respond to inquiries from parents and students regarding program offerings, attendance, and registration procedures
- Visit classrooms daily to review performance of teachers and provide suggestions, demonstrations, and assistance for improvement, as needed
- Assist with preparing for site visits from special visitors and guests
- Implement programming per ASAS National Initiatives and ASAS program structure/design— both during school year and summer camp programming



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- Ensure expectations relating to grant objectives and reporting processes are met
- Develop and thoroughly understand school site budget and any grant compliance requirements
- Research and align effective program partnerships and collaborations to ensure that partner expectations are met
- Check email daily to ensure that program updates and communications are reviewed and responded to in a timely manner
- Manage program showcases, culminating events and family nights
- Conduct regular staff meetings with Program Leaders (weekly or every other week)
- Maintain daily data input for attendance using Cityspan and ensure that student records and attendance data are maintained accurately
- Travel occasionally to off-site meetings, trainings, and events
- Perform other duties as assigned

## WHO SHOULD APPLY?

The Site Coordinator (SC) should embody ASAS's core values: accountable, collaborative, transparent, proactive, and entrepreneurial and will demonstrate the ability to lead and coach program staff to accomplish established objectives. This position requires 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 and culture of ASAS. The SC co-designs, establishes, implements, and reviews program systems and logistics under the direction of the Program Manager (PM) and Operations Director. The Site Coordinator oversees the daily coordination of the after-school program at their assigned school site, including daily upkeep of the attendance database system, development of site academic curriculum, monitoring program flow and structure, maintaining school-based relationships with administrators and teachers, and assisting the PM with the management and training of Program Leaders. Program Leaders (PL) are the frontline staff that instruct daily programs, oversee classroom management, and implement lesson plans to keep students engaged.

The successful candidate will be a detail-oriented self-starter with strong leadership, organizational, management, and communication skills. Familiarity with youth development in the Tampa Bay region highly desired.

- An undergraduate degree is required; BA in education, social or human services, child development, or related field is desirable
- One or more years' experience working in a leadership or supervisory capacity in an afterschool, day camp, or community youth outreach setting is preferred
- Ability to work cooperatively and collaboratively with school district staff, public officials, private sector officials, parents, and community leaders
- Familiarity with quality criteria for after-school programs
- Experience working with low-income underserved elementary & middle school youth
- Familiarity with youth development principles and school-aged youth
- Experience working with diverse populations (strongly preferred)
- Skill in data tracking, record keeping, writing reports, and maintaining student and staff records
- Ability to communicate effectively and demonstrate sensitivity to others
- Ability to respond to critical incidents and emergency situations with swift and mindful action
- Excellent organizational and coordination skills
- Experience working with children with learning disabilities preferred



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- Must clear FBI and local background checks
- Familiarity with Microsoft 365 (i.e. Outlook, Word, Excel, PowerPoint, OneDrive, etc.)
- Availability to work occasionally on evenings or weekends for field trips and special events
- Ability to be at assigned school site Mondays-Friday from approximately 3:00pm-6:00pm and attend meetings and trainings and set office hours during the day on a weekly basis.

### **SALARY, BENEFITS & HOW TO APPLY FOR THE SITE COORDINATOR ROLE:**

Salary: \$43,000

How to Apply:

- 1) Submit a cover letter and resume via e-mail to: [Rick.Gould@afterschoolallstars.org](mailto:Rick.Gould@afterschoolallstars.org)
- 2) Please put "Site Coordinator, ASAS Tampa Bay" and your last name in the subject heading

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

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

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