



**Position:** Program Leader

**Organization:** After School All-Stars, Cleveland

**Work Hours:** Typical School Year hours are 4/hrs a day Monday-Friday anytime between 1:30pm – 6:30pm (work hours may vary) Summers Program hours vary based on program site

**Compensation:** \$18/hour

### **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:**

Are you a retired teacher, Paraprofessional, college student, retiree, or passionate about giving youth opportunities to learn and grow in a safe and nurturing environment? ASAS is currently seeking passionate and talented Program Leaders. Program Leaders are responsible for the managing virtual and on-site classrooms and the contracted instructors for those classes, ensuring the safety of students, and facilitating daily implementation of each program. Programs may include, but are not limited to: Sports, STEM, Coding, Cooking & Nutrition, Outdoor Education, DJ/Music Production, Dance, Photography, and Creative Arts. Program leaders will report to Site Coordinators.

### **COVID 19 SAFETY MEASURES:**

ASAS Cleveland will be conducting a blended online when needed and onsite program. We have taken the necessary precautions for onsite programming and will be following best practices and guidelines to ensure safety for our staff and students.

### **ONSITE AND/OR ONLINE PROGRAMMING SPECIFIC RESPONSIBILITIES**

#### **CURRICULUM:**

- Lead, implement, and instruct any curriculum provided by ASAS when contracted instructors are absent.
- Assist contracted instructors when needed.
- Model and promote the mission and values of After-School All-Stars through appropriate Appearance, words, and actions

#### **YOUTH SUPERVISION**

- Under the guidance of the Site Coordinator, instructors will provide direct supervision to students
- Using the ASAS approach of positive youth discipline to help students take ownership of their actions and grow from consequences of such actions
- Travel with students for planned field trips and special events
- Assist with student transitions from activities and with snack distribution, arrival and end-day dismissal
- Maintain good order and discipline
- Aid Site Coordinator with attendance and daily preparation and closure
- Ensure the program site rules and policies are reflected in daily practice

### **WHO SHOULD APPLY?**

The Program Leader will embody ASAS's core values: entrepreneurial, collaborative, transparent, accountable, and proactive. The successful candidate will have a familiarity with and passion for working with underserved youth and the ability to work cooperatively and collaboratively with school district staff, program staff, parents, and community leaders. The candidate should have familiarity and experience with diverse populations and culture competencies and at least 2 years of youth development experience.

In addition:

- Some college preferred (completed or in progress)
- Familiarity with basic computer software programs and technology skills
- Must have clear BCI & FBI background checks & complete 13/hrs of Online Safe Schools Training



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### **ONLINE PROGRAMMING SPECIFIC RESPONSIBILITIES:**

- Must have access to technology such as computer, internet and/or devices to access program classes and trainings.
- Must follow ASAS remote work policies and ASAS virtual learning staff and student code of conduct policies.
- Must be punctual for online meetings, trainings, classroom programming and responding to emails.
- Ensure the program site rules and policies are reflected in daily practice.
- Work in conjunction with the Site Coordinator and fellow Program Leaders to ensure that program activities are exciting, relevant to youth, organized and well thought-out
- Maintain professional and positive relationships with program site staff, partners, students, and parents
- Create and manage a caring, supportive, purposeful, and stimulating environment
- Take attendance regularly at the start of every class
- Maintain accurate attendance data and reports and submit required data on time and accurately

### **SALARY AND BENEFITS:**

The salary range for this position is grant determined and ranges an average of \$16 per hour and commensurate with qualifications and experience of the individual candidate. This is a part-time non-exempt position.

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

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

Please submit a **resume** letter via e-mail to: [lesley.munodawafa@afterschoolallstars.org](mailto:lesley.munodawafa@afterschoolallstars.org). Please put "Program Leader" and your last name in the subject heading.

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

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