



CLEVELAND

Position: Site Coordinator

Organization: After-School All-Stars, Cleveland

Work Hours: Typical School Year hours are 8/hours a day Monday-Friday (days may vary) anytime between 9:00am – 6:00pm (work hours may vary) Summers Program hours vary based on program site.

Compensation: The salary range for this position is commensurate with qualifications and experience of the individual candidate.

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:

ASAS is currently seeking a passionate and talented Site Coordinator. The Site Coordinator, under the direction of the Program Coordinator, is responsible for the daily operation of the program, including, but not limited to, personnel, activities, data reporting, and general program operation. The Site Coordinator's goal is to monitor program activities to assure quality programming. Programs may include, but are not limited to: Sports, STEM, Coding, Cooking & Nutrition, Outdoor Education, DJ/Music Production, Dance, Photography, and Creative Arts.

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.

SPECIFIC RESPONSIBILITIES:

- Responsible for daily operations at program site
- Coordinate planning and implementation of daily program in accordance with the mission of ASAS Cleveland
- Meet regularly with the school Building Liaison to review curriculum plans and activities and evaluate program's effectiveness
- Implement a clear behavior plan with systems for rewards and consequences
- Address behavioral trends by implementing procedure and SEL activities that support their growth
- Acquire and manage program equipment, supplies, and space
- Visit after-school program classes on a daily basis
- Ensure the cleanliness and safety of rooms utilized

Relationships with School and Community

- Maintain a clear, consistent, and collaborative line of communication with the chapter leadership, program staff, school administration, and families
- Meet with principal, vice principal, and other members of the school leadership team regularly
- Create relationships with businesses, agencies, resources, and events within the community the program serves

Data Management

- Oversee the collection and maintenance of school and Children's Hunger Alliance records
- Complete all required reports and submit according to organization and grant deadlines
- Manager Cityspan when recording student attendance and registering students into the program

Student Recruitment, Engagement, and Retention



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- Responsible for maintaining student participation and an enrollment of 100 students (average daily attendance of 80 students) throughout the year via recruitment and retention activities
- Plan special Family Night events once per month to engage students and families during the year
- Provide ongoing outreach to students, families, and school staff
- Reach out for student and staff input and feedback on programming and course offerings

Staff Recruitment and Development

- Assist in hiring, training, and developing a team of part-time Program Leaders and interns to ensure delivery of high quality, comprehensive programming
- Provide leadership and supervision to Program Leaders, Interns, Building Liaisons, and Volunteers
- Develop and facilitate regular meetings and professional development experiences
- Perform evaluations of ASAS Staff and Interns

WHO SHOULD APPLY?

The successful candidate will be detail-oriented and a self-starter with strong leadership, organizational, management and communication skills. A Site Coordinator should exemplify ASAS's core value: entrepreneurial, proactive, transparent, collaborative, and accountable. 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.

In addition:

- An undergraduate degree is preferred; BA in education highly preferred, BA in social or human services, child development or related fields is desirable. Retired Teachers are encouraged and welcome to apply.
- One or more years' experience working in a leadership or supervisory capacity in an after school, day camp, or community youth outreach setting is preferred.
- Familiarity with STEM principles and programs
- Ability to work cooperatively and collaboratively with school district staff, program staff, parents, and community leaders * Skilled in data tracking, record keeping, writing reports, and maintain student and staff records * Ability to communicate effectively and demonstrate sensitivity to others as well as respond to critical incidents and act swiftly in an emergency situation
- Excellent organizational skills and managerial skills
- Familiarity and experience with diverse populations, culture competencies, and youth principles is strongly desired
- Must have clear BCI & FBI background checks & complete 32/hours of Online Safe Schools Training

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

SALARY AND BENEFITS:

The salary range for this position is commensurate with qualifications and experience of the individual candidate. This is a grant based full time non-exempt position. ASAS offers competitive benefits including, but



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not limited to 18 days of paid time off, 15 paid holidays, flex time, health, dental, vision, and an employer match for our 403(b) plans. 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 and cover letter** via e-mail insert to: asasclevelandjobs@afterschoolallstars.org.

Please put "Site Coordinator" 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