



**Position:** Program Leader  
**Organization:** After-School All-Stars  
**Location:** Camden, NJ; Philadelphia, PA

### **ORGANIZATION BACKGROUND**

[After-School All-Stars](#) (ASAS) is one of the leading national after-school program providers in the US. Our comprehensive school-based programs combine academics, enrichment, and health and fitness activities to help build the knowledge and skills children need to succeed in school and life. Founded by Arnold Schwarzenegger in 1992, ASAS serves more than 84,000 students at 709 sites across 60 cities. Our mission is for our students 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**

ASAS Philadelphia & Camden is currently seeking passionate and talented Program Leaders to lead and deliver high-quality enrichment programs. Reporting to the Educational Site Coordinator, the Program Leader is responsible for developing lesson plans, managing behavior, ensuring the safety of students, and facilitating daily implementation of programs.

### **SPECIFIC RESPONSIBILITIES**

The Program Leader, under the direction of the Educational Site Coordinator, is responsible for the daily implementation of the After-School All-Stars program model:

#### **Youth Supervision**

- Supervise students at all times and present a positive and nurturing model
- Lead activities and program daily, Monday – Friday (per your shift)
- Follow the ASAS code of student conduct when disciplining students
- Assist with the distribution, supervision, and clean-up of snacks in the cafeteria

#### **Curriculum Development**

- Prepare and plan activities that reflect the required program curriculum
- Develop schedules that incorporate student interests, required curricula and timeframes, and ensure their accurate implementation
- Follow enrichment, academic, and health and fitness schedules accurately
- Attend professional development activities and meetings
- Assist in planning end-of-session culminating events
- Assist in acquiring and coordinating program equipment, materials, facilities, nutrition, and transportation needs on site
- Submit daily, weekly, and monthly lesson plans

#### **Facilitation**

- Work in conjunction with the Educational Site Coordinator and fellow Program Leaders to ensure the smooth delivery of program activities
- Support student recruitment and promotion of the program
- Gauge student interests and interact with students to ensure all students are always engaged in the learning process
- Prepare supplies, materials, and any other items needed before meeting the students
- Create and maintain an inviting, safe and orderly environment including ensuring cleanliness of classrooms, auditorium, and other areas where the program is held



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- Maintain professional and positive relationships with school staff, partners, students and parents

#### Data Management

- Maintain accurate attendance data and reports
- Submit required data on time and accurately

#### WHO SHOULD APPLY?

The Program Leader will embody ASAS's core values (accountable, collaborative, transparent, proactive, and entrepreneurial), and they will demonstrate the ability to lead students to accomplish established objectives.

The successful candidate will have a year or more of nonprofit or related youth development program experience. The individual will have a familiarity with and passion for working with low-income youth.

- Some undergraduate study is required; preferred candidates will have coursework in education, social or human services, child development, or related field
- Experience in math, English, business, music, dance or computer literacy is highly desired
- Experience working in an after-school, day camp, or community youth outreach setting is preferred
- Familiarity with quality criteria for after-school programs preferred
- Familiarity with youth development principles and middle school aged youth preferred
- Experience creating lesson plans or multi-week curriculum preferred
- Ability to work cooperatively and collaboratively with school district staff, program staff, parents, and community leaders
- Ability to communicate effectively and demonstrate sensitivity to others, as well as respond to critical incidents and act swiftly in an emergency situation
- Familiarity and experience with diverse populations and cultural competencies strongly desired
- Excellent organizational skills
- Familiarity with basic computer software programs

#### SALARY AND BENEFITS

**Job Type:** Part-time

**Salary:** \$17.00 - \$20.00 per hour

**Schedule:** 3-4 hour shift; afternoons

**Work Hours:** 17.5 hours/week

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** in PDF format via e-mail to: [susan.quinn@afterschoolallstars.org](mailto:susan.quinn@afterschoolallstars.org).