



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

## **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**

After-School All-Stars is currently seeking a Program Manager to immediately join our full-time team. Reporting to the Director of Programs and Impact, the PM's responsibilities are approximately half administrative and half related to direct instruction. The PM works collaboratively with other FT staff and leads the onsite staff at assigned sites. The main focus of the role will be to organize ASAS Philly & Camden's school enrichment programs and lead a team of part-time professionals committed to ensuring students learn, grow, and succeed in school and life. This is an ideal position for an individual who is passionate about closing the education and opportunity gaps that exist in inner-city communities and making a positive impact in the lives of students.

## **SPECIFIC RESPONSIBILITIES**

- Ensure high-quality enrichment programs are in place to serve students throughout Camden and Philadelphia, leading 5-6 sites
- Develop and maintain positive working relationships with school leaders, parents, students and program partners
- Oversee and support team of Site Coordinators and Program Leaders
- Responsible for collaborating with Site Coordinators and Operations Coordinator in managing the data collection processes (including student enrollment and attendance, surveys, evaluation) and maintaining accurate records
- Manage activity planning sessions with each site in approximately 6 week increments including scheduling, determining themes, activities, and supplies.
- Coordinate program partners
- Provide direct instruction when assigned, including substitute days and summer camp.
- Observe and coach program staff, ensuring they are providing high-quality instruction and developing positive relationships with students
- Co-plan staff orientation, onboarding, and professional development trainings for staff during school year, and in preparation for summer camp



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### WHO SHOULD APPLY?

The Program Manager will embody ASAS's core values (accountable, collaborative, transparent, proactive, and entrepreneurial), and they will demonstrate a commitment to the mission of helping young people succeed in school and in life. This individual will have demonstrated success in program development, youth engagement, and working in a collaborative style.

The ideal candidate will also demonstrate the following:

- 2+ years of relevant experience in program development, youth engagement or education
- 1+ year of experience supervising others
- Dependable, conscientious, detail oriented, and capable of managing deadlines
- Capable of working independently, as well as part of a team
- Flexible and able to adapt to a fast-paced, ever-evolving environment
- Available to work in office and at site
- An undergraduate degree is preferred

### SALARY AND BENEFITS

The starting salary for this position is commensurate with qualifications and experience of the individual candidate. ASAS promotes a healthy work/life blend and offers a competitive benefits package, including medical, dental, vision, a 403b match, 18 days of paid time off, flex time, and generous paid holidays.

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

### HOW TO APPLY FOR THE PROGRAM MANAGER ROLE

Please submit a **resume and cover letter** in PDF format:

To: [victoria.harrison@afterschoolallstars.org](mailto:victoria.harrison@afterschoolallstars.org)

Subject: Program Manager Application - FirstName LastName