



Position: Program Director (Full-Time)

Organization: After-School All-Stars New York

Office Location: New York, NY

Work Location: Queens, NY

Pay: \$68-\$78K Per Year

ORGANIZATION BACKGROUND:

After-School All-Stars (ASAS), founded by Arnold Schwarzenegger in 1992, is one of the leading national after-school program providers in the country. With a special focus on the middle school age group, our cost-free, comprehensive school-based programs include Academic Readiness, Career Exploration, STEM, Wellness/Social Emotional Learning, and the Arts to help build the knowledge and skills children need to succeed, both in school and in life. ASAS reaches more than 80,000 youth in over 400 school sites in 19 chapters across the U.S.

A UNIQUE OPPORTUNITY:

The **Program Director** (PD) will oversee all aspects of the after-school program funded by the New York State Education Department (NYSED). The PD will recruit, hire, and train all frontline staff needed to meet the grant's ratio requirement. The PD will recruit, enroll, and monitor students' participation and progress in the program to meet the grant's ratio and academic requirement. The PD will manage the grant's budget specifically the OTPS and Subcontractor allocations to meet the grant's fiscal requirements. The PD will complete the monthly and/or quarterly program reports, site monitoring visits, and/or fidelity checklists as applicable in conjunction with the Chapter's leadership team. The PD will initiate, facilitate, and maintain programs and strategies that are aligned with the school's vision and mission, as well as youth and community development goals. Critical to ensuring this alignment and coordination is a full-time staff person in the school building – the Program Director. The PD should be a leader in the building, and school community.

SALARY AND BENEFITS:

The salary for this position ranges between \$68-78K per year (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 17 paid holidays.

ASAS is an equal opportunity employer. We encourage people of color, candidates of diverse backgrounds/lived experiences residents of the communities we serve to apply.

SPECIFIC RESPONSIBILITIES:

School Partnership-Building:

- Work with school leadership to recruit and enroll students in the after-school program.
- Ensure the use of continuous improvement tools that focus on data review, intervention results, and track progress of student achievement.
- Develop strong relationships with parents, students, school community (administrators, teachers, non-teaching staff, parent coordinator, PTA, community members), and community partners, ensuring that all key stakeholders understand the purpose of the grant and how it supports student achievement.
- Manage partnerships to ensure that ongoing programs are effective, seamlessly integrated into the workings of the school, and sustainable; broker new partnerships that are aligned with school goals and needs.

Expanded Learning Time (ELT):

- Work with School Leadership Team (SLT), teachers and partner agencies to seamlessly integrate expanded learning and enrichment activities in after-school.
- Design and manage integrated services such as academic and enrichment supports, STEM enrichments, SEL and wellness, skill-building, and mentoring based on student interests.
- Build relationships and mechanisms to effectively link the school day to expanded learning activities.
- Per the grant's design and budget identify outside providers, partners, and vendors for ELT as required.

Family Engagement Support:

- Work with Principal, SLT, and Parent Coordinator to implement a transformative model of family engagement that creates strong school-to-home partnerships for learning.
- Support special events that promote family engagement
- Assist in branding and marketing the school to the greater community.
- Serve as key contact for programs and services, including the communication and coordination of activities.
- Identify local community resources and broker new partnerships that are aligned with school goals and needs.

Grants & Budgets

- Maintain up-to-date records and required grant paperwork for all programs including agreements for all partners and vendors and student attendance.
- Manage a budget and implement program grant deliverables.
- Develop memoranda of understanding and subcontract agreements with subcontractors as required for grant and budget management.
- Participate in grant-seeking and other fund development activities.

QUALIFICATIONS & SKILLS REQUIRED:

The **Program Director** should embody ASAS's core values: *accountable, collaborative, transparent, proactive, and entrepreneurial*. The successful candidate will be extremely organized and detail oriented have strong communication skills and be capable of managing multiple priorities and deadlines.

- Bachelor's Degree required, Master's Degree preferred.
- Bi-lingual skills may be needed depending on needs of school.
- Minimum 3-years professional experience. (Required)
- DOE fingerprinting and background clearances. (Required)
- Knowledge of New York City neighborhoods and Public Schools. (Required)
- Ability to work effectively with school aged youth, educators, families, and communities from a wide range of cultural, social and economic backgrounds.
- Ability to work collaboratively, with strong relationship building skills.
- Experience working in school-based settings, with knowledge about tenants of community organizing, student support services, and youth development theories.
- Experience in program management, coordination, and evaluation.
- Experience with Microsoft Office, including Excel, preferred.
- Experience working with school age children and families from Title I communities, preferred.

HOW TO APPLY:

- 1) Please submit your resume & cover letter via e-mail to Executive Director **Taryn.Davis@afterschoolallstars.org and nyoperations@afterschoolallstars.org**
- 2) Please put "Queens Program Director, ASAS New York" and your last name in the subject heading
- 3) Please submit all application materials in PDF format

To learn more about ASAS, please visit our website:

www.afterschoolallstars.org