

Position: Program Coordinator
Organization: After-School All-Stars
Reports to: Director of Programs and Impact
Location: Philadelphia, PA
Salary: \$47,500
Job Type: Full-Time, Exempt

Organization Background

After-School All-Stars (ASAS) is the largest middle-school after-school provider in the nation. Our mission is to provide comprehensive programs that keep kids safe and help them succeed in school and life. We do this by providing free after-school enrichment during the school year, and in the summer at our All-Star Summer Camp.

A Unique Opportunity

After-School All-Stars is currently seeking a Program Coordinator to lead specialized programs across the chapter. The Program Coordinator will play a critical role in ensuring the success of ASAS programs at multiple school sites across the Philadelphia and Camden region. Reporting to the Director of Programs and Impact, the Program Coordinator will oversee daily specialized program operations, support site staff, manage logistics, and serve as a liaison between schools, families, and the organization for our specialized program offerings. The ideal candidate is organized, passionate about youth development, and committed to educational equity.

Key Responsibilities:

Specialized Programming

- Own and supervise the successful implementation of the high-quality specialized after-school program initiative across assigned school sites.
- Deliver programming as needed in specialized areas.
- Supervise and coach site coordinators, instructors, and part-time staff to ensure program fidelity and excellence.
- Monitor specialized program attendance, student engagement, and performance metrics; prepare regular reports for internal and external stakeholders.
- Develop and maintain strong partnerships with school administrators, teachers, community organizations, and parents.
- Assist in the planning and execution of enrichment activities and family engagement events at specialized program sites.
- Promote a positive, inclusive, and safe environment for all participants.
- Ensure compliance with grant requirements and health and safety protocols, as needed.
- Support recruitment, onboarding, and training of new program staff.
- Facilitate regular staff meetings and professional development sessions for specialized program staff.
- Manage specialized program supplies, budgets, and logistical needs in coordination with the operations team.

Administrative Chapter Support

- Lead data collection efforts for chapter to comply with School District of Philadelphia, Public Health Management Corporation, and National After School All Stars requirements including collecting and inputting daily student and activity attendance and student survey implementation into various data and program information systems.
- Coordinate Field Trips for students at a variety of sites across the chapter. Lead partnerships with organizations like museums, corporations, and parks that can host students from our programs.

Qualifications:

- Bachelor's degree in education, social work, youth development, or a related field (or equivalent experience)
- Minimum 2 years of experience in youth programming, education, or nonprofit program coordination
- Supervisory or team leadership experience preferred
- Excellent organizational and communication skills
- Strong interpersonal skills and cultural competency
- Ability to manage multiple priorities in a fast-paced environment.
- Able to take initiative within broad goals, proactively identifying and managing all moving parts to produce high-quality outcomes
- Proficiency in Microsoft Office Suite and Google Workspace; experience with data management systems a plus
- Must be available to work afternoon/evening hours and occasional weekends.
- Reliable transportation and willingness to travel between school sites in Philadelphia and Camden

Benefits:

- Annual salary of \$47,500
- Health, dental, and vision insurance
- Paid time off and holidays
- Professional development opportunities
- Supportive and mission-driven team environment

Salary and Benefits:

The salary for this position is commensurate with the qualifications and experience of the individual candidate. ASAS offers competitive benefits including, but not limited to health, dental, vision, and an employer match for our 403(b) plan.

How to apply:

Please submit your resume via e-mail to: Victoria.Harrison@afterschoolallstars.org with your full name and "Philly-Camden PC" in the subject.

To learn more about ASAS, please visit our website: www.asas.org.