

## After-School All-Stars Cleveland Part-Time Site Coordinator



After-School All-Stars (ASAS) is one of the leading national after-school program providers in the country. Our comprehensive school-based programs combine activities and learning to help build the knowledge and skills children need to succeed, both in school and in life.

The Site Coordinator, under the direction of the Program Manager, is responsible for the daily operation of the program, including, but not limited to, personnel, activities, and general program operation. The Site Coordinator's goal is to monitor program activities to assure quality programming.

- **Position:** Site Coordinator
- **Reports to:** Program Manager
- **Location:** Hannah Gibbons STEM Elementary or Case Elementary
- **Work Hours:** This is a part time position.
  - Case Elementary Schedule: This is a part-time position. Hours are M-F 12:00pm/1:00pm – 6:15pm
  - Hannah Gibbons STEM Elementary Schedule: This is a part-time position. Hours are M-F 12:30pm/1:30pm – 7:00pm
- **Compensation:** \$16/hr

### **RESPONSIBILITIES**

#### **High Quality Programming**

- Responsible for daily operations at program site
- Coordinate planning and implementation of daily program
- Meet regularly with the Lead Teacher 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 activities that support their growth
- Acquire and manage program equipment, supplies, and space
- Ensure the cleanliness and safety of rooms utilized

#### **Relationships with School and Community**

- Maintain a clear, consistent, and collaborative line of communication with 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 that 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

### **Student Recruitment, Engagement, and Retention**

- Responsible for maintaining student participation and an enrollment of 70-75 students (average daily attendance of 60 students) throughout the year via recruitment and retention activities
- Plan special events 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 on course offerings

### **Staff Recruitment and Development**

- Provide leadership and supervision to Program Leaders, Interns, Certified Teachers, and Volunteers
- Develop and facilitate regularly meetings and professional developments
- 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. The Site Coordinator should exemplify ASAS's core values: entrepreneurial, proactive, transparent, collaborate, and accountable.

- An undergraduate degree is required; BA in education highly preferred, BA in social or human services, child development or related field is desirable.
- One or more years' experience working in a leadership or supervisory capacity in an afterschool, 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 clear FBI and BCI checks

**How to apply:** 1.) Please submit your resume and cover letter via e-mail to [asasclevelandjobs@afterschoolallstars.org](mailto:asasclevelandjobs@afterschoolallstars.org). 2.) Please put "Site Coordinator Cleveland," and your last name in the subject heading.