



Position: Part-Time Administrative Program Leader

Organization: After-School All-Stars Cleveland

Site Locations: Olde Cedar and Buckeye Woodhill

Work Hours: Typical hours are Monday-Thursday; Hours range by site

- Olde Cedar: 3:00 PM-6 PM
- Buckeye Woodhill: 9 AM – 12 PM

Compensation: \$12/hour

What Defines Our Culture:

Entrepreneurial • Collaborative • Transparent • Accountable • Proactive

Who We Are:

After-School All-Stars (ASAS) is one of the leading national after-school program providers in the country. With a special focus on the middle school age group, our comprehensive school-based programs combine academics, enrichment, and health and fitness activities to help build the knowledge and skills children need to succeed, both in school and in life. Founded by Arnold Schwarzenegger in 1992, ASAS is building a national model for on-site after-school programs during the hours of 3:00-6:00 p.m. providing delivery of impactful programs through our 19 chapters, all of which serve nearly 70,000 youth in major urban localities.

What We Need:

ASAS Cleveland is seeking part-time Administrative Program Leaders to work directly with elementary and middle school students in an engaging after-school program. The Administrative Program Leader must be energetic, youth-focused, and passionate about providing high quality programming to Cleveland youth. The successful candidate will be a self-starter with a great personality, passionate about serving youth in an educational setting, with the ability to engage with K– 8th grade students. The Administrative Program Leader's mission is to ensure that youth have a positive and fun after-school experience and are crucial to a successful after-school program.

What You Will Do:

The **Administrative (PL)** should additionally embody ASAS's core values: *accountable, collaborative, transparent, proactive, and entrepreneurial* and will demonstrate the ability to lead students to accomplish established objectives.

Scope of Work:

- Work in conjunction with the Program Coordinator and fellow Program Leaders to ensure that program activities are exciting and relevant to youth, as well as organized and well-thought out
- Support ongoing student recruitment and promotion of the program
- Maintain a strong connection with families and students to better understand their interests to plan and offer Family Night activities that keep them engaged throughout your session
- Responsible for preparing supplies, materials, and any other items to ensure Family Night activities keep youth and families engaged and coming back to Family Night Events
- Create and maintain an inviting, safe and respectful environment, maintaining a clean site office, and parent sign out area
- Maintain professional and positive relationships with site staff, partners, students and parents
- Assist the Program Coordinator in planning monthly Family Night events

Youth Supervision:

- Provide safe and supervised activities for student participants
- Teaching responsibilities require your presence on campus for required times
- Using the ASAS approach of positive youth discipline, help students take ownership of their actions and grow from consequences of such actions
- Provide a healthy snack to students

Facilitation:

- Work in conjunction with the Program Coordinator and fellow Program Leaders to ensure that program activities are exciting and relevant to youth, as well as organized and well-thought-out
- Maintain professional and positive relationships with site staff, partners, students, and parents
- Create and manage a caring, supportive, purposeful, and stimulating environment
- Maintain and forward fiscal data, including receipts, timesheets, supply/material requests in accordance with site budgets in conjunction with the Program Coordinator

Data Management:

- Maintain accurate attendance data and reports
- Submit required Cityspan data and CHA data on time and accurately
- Assist the Program Coordinator in filing lesson plans, student registration slips, incident reports, and sign in/out sheets

What You Will Need:

The successful candidate will have a familiarity with and passion for working with underserved youth, in addition to the following:

- A year or more of non-profit or related youth development program experience.
- A degree or progress towards a degree in non-profit administration, urban studies, organizational leadership, or related field of study - completed or in progress
- The individual will have a familiarity with and passion for working with undeserved youth.
- One or more years' experience working in an after school, day camp, or community youth outreach setting is preferred
- Ability to work cooperatively and collaboratively with program staff, school staff, parents and families, and community leaders.
- Skilled in data tracking, record keeping, writing reports, and maintain student and staff records.
- One or more years' experience working in an after school, day camp, or community youth outreach setting is preferred
- Ability to communicate effectively and demonstrate sensitivity to others as well as respond to critical incidents and act swiftly in an emergency
- Familiarity with basic computer software programs
- Familiarity and experience with diverse populations and culture competencies strongly desired
- Must clear DOJ & FBI Livescan

How to Apply:

- 1) Please submit your resume & cover letter via e-mail to **asasclevelandjobs@afterschoolallstars.org**
- 2) Please put "Administrative Program Leader," ASAS Cleveland" and your last name in the subject heading

To learn more about ASAS, please visit our website:

www.afterschoolallstars.org

<http://clevelandasas.org>