



POSITION: #FemSTEM PROGRAM LEADER

Organization: After-School All-Stars North Texas

Start Date: March 19, 2018

Location: Dallas, Texas – All School Sites (*Reliable transportation required*)

Organization Background:

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. Founded as a national organization by Arnold Schwarzenegger in 1992, ASAS is building a national model for after-school program delivery through our 14 chapters, all of which serve at-risk youth in major urban centers.

What is #FemSTEM?

ASAS North Texas is launching the #FemSTEM program, an enrichment option for all girls across our five school sites. The #FemSTEM club will serve as an additional opportunity for our All-Star girls to work in small groups and dive deeper into STEM activities, including Wonder Kits. Wonder Kits are hands-on project-based activities that bring STEM learning to life.

Roles and Responsibilities:

The #FemSTEM Program Leader, under the direction of the Program Managers (PMs), is responsible for the daily implementation of the After-School All-Stars #FemSTEM program model:

- Supervise and engage students at all times
- Be at the school sites during program hours, approximately 3-6pm Mondays through Fridays
- Prepare and plan activities that reflect the required #FemSTEM objectives.
- Schedule monthly “Wonder-Kit” STEM-based activities with volunteers from partner Dallas Afterschool.
- Host quarterly career panels with STEM professionals in the community
- Administer pre- and post- program surveys for #FemSTEM
- Work in conjunction with the PMs and Site Coordinators (SCs) to ensure the smooth delivery of program activities
- Complete attendance accurately and report absentees to the SC
- Follow the ASAS code of student conduct when disciplining students
- Report disruptive behavior to the SC
- Assist with the distribution, supervision, and clean-up of snacks in the cafeteria
- Follow proper reporting of time worked by adhering to ASAS sign-in/out procedures and notifying the site coordinator of any absences in advance
- Report areas of concern to the SC
- Work with PMs to collect all supplies and materials needed before running your activities
- Support teachers during academic hour to maintain an atmosphere that is conducive to learning
- Attend professional development activities, trainings, and meetings provided by ASAS
- Ensure cleanliness of classrooms, auditorium, and other areas where the program is held
- Maintain professional and positive relationships with school staff, including principal, teachers, janitors and office staff

- Organize student recruitment and promote the program
- Assist in acquiring and coordinating program equipment, materials, facilities, nutrition, and transportation needs on site
- Assist in planning end-of-session culminating events

Experience and Education:

The successful candidate will have a year or more of non-profit or related youth development program experience. The individual will have a familiarity with and passion for working with low income youth.

- **Working knowledge of delivering STEM activities**
- Some undergraduate study is required; coursework in education, social or human services, child development, or related field is desirable.
- 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 school district staff, program staff, parents, and community leaders.
- Familiarity with quality criteria for after school programs preferred
- Familiarity with youth development principles and middle school aged youth preferred
- 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
- Familiarity and experience with the Dallas's diverse populations strongly preferred
- Spanish speaker preferred

Traits and Characteristics

The successful candidate will be a self-starter with a great personality, passionate about serving youth in an educational setting, and the ability to mentor middle school aged students, ensuring that they have a positive and fun after school experience. Program Leaders are crucial to a successful after-school program.

Pay and Schedule:

The pay for this position is \$17 per hour. The hours for this position will average 15 hours/week.

To Apply:

Please submit a resume and cover letter to northtexasjobs@afterschoolallstars.org. Please put "ASAS NTX FemSTEM PL" and your last name in the subject heading.

Selected applicants are required to complete a background check and online training before working with students.