



POSITION: SITE COORDINATOR (FULL-TIME)

Organization: After-School All-Stars North Texas

Location: Thomas C. Marsh Preparatory Academy

Start Date: August 1, 2019

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 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 after-school program delivery through our 19 chapters, now reaching over 72,000 students at 300 school sites. Our goals for our All-Stars are the same we have for our own children: to be healthy and active, to graduate high school and go on to college, to find a job that they love and to give back to their communities. We achieve this by identifying and fueling our students' individual passions, tying their interests to tailored academic support, enrichment and health and fitness programming. ASAS gives its students a safe-haven during the "danger zone" hours of 3pm-6pm – the time of day when youth violence, drug use, and other delinquent behaviors are most likely to occur.

A Unique Opportunity:

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.

Program Management

- Coordinate and monitor program activities to assure quality programming
- Maintain an inviting, safe, orderly environment for student programming
- In consultation with administration, program staff, and students, provide day-to-day oversight of programs and after-school staff
- Acquire and coordinate program equipment, materials, facilities, nutrition, and transportation needs on site
- Monitor student behavior on site during program hours
- Utilize appropriate discipline measures as necessary
- Plan and execute the end-of-year closing of the program at school site
- Conduct regular staff meetings with school site team
- Visit enrichment clubs on a daily basis. Review performance of program leaders and provide suggestions, demonstrations, and assistance for improvement, as needed

Administrative Duties

- Collect and forward receipts, time sheets, material requests, evaluations, and attendance data to the Program Manager according to established procedures and timelines
- Complete all required reports and submit them by the assigned due date
- Attend professional development activities and meetings provided by ASAS
- Check email daily to ensure that program updates and communication are reviewed in a timely manner
- Maintain accurate daily input of CitySpan for attendance, as well as behavior records

School and Community Outreach

- Serve as a liaison with school administration, and staff, ensuring ASAS is represented at school activities, including staff meetings, assemblies, and classroom visits
- Coordinate outreach to parents and families and respond to inquiries from families and students regarding program offerings, attendance, and registration procedures
- Develop schedules that incorporate student interests, required curricula and timeframes, and ensures their accurate implementation
- Organize innovative student recruitment activities
- Respond to inquiries from parents and students regarding program offerings, attendance, and registration procedures
- Maintain an open line of communication with school day teachers and faculty

Who should apply?

The successful candidate will be detail-oriented with strong leadership, organizational, and communication skills. Must be a self-starter with a positive attitude, and compatible with both school administration and students. Passion to serve youth in an education setting, and the ability to mentor middle school aged students, ensuring that they have a positive and fun afterschool experience. This individual will be the key to a successful program at a school site. The SC should exemplify ASAS's core values: entrepreneurial, proactive, transparent, collaborative, and accountable. Familiarity with youth development in the Dallas – Fort Worth region highly desired.

- An undergraduate degree is required; BA in education, social or human services, child development, or related field is desirable
- Ability to work cooperatively and collaboratively with school district staff, public officials, private sector officials, parents and community leaders
- Experience working with low-income underserved elementary and middle school youth
- Familiarity with youth development principles and middle-school-aged youth
- Skill in data tracking, record keeping, writing reports, and maintaining 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 and managerial skills
- Must clear local background check
- Familiarity and experience with diverse populations in a high stress environment strongly preferred
- Spanish speaker preferred

Pay:

The pay for this full-time position is \$33,280 and includes benefits.

How to apply:

Submit a cover letter and resume via e-mail to northtexasjobs@afterschoolallstars.org. Please put "ASAS NTX Marsh Site Coordinator," and your last name in the subject heading. Your cover letter should be no more than one page, submitted in PDF format, and answer the question: "What is your vision of a successful after school program?"

To learn more about ASAS, please visit our website:

www.afterschoolallstars.org & www.asasnorthtexas.org