



**POSITION: PROGRAM LEADER**

**Organization:** After-School All-Stars North Texas

**Start Date:** Program start varies by school location

**Training Dates:** August 27, 28, and 29 – Full Day

**School Locations:** North Dallas – E. H. Cary Middle, Thomas C. Marsh Prep, E. D. Walker Middle; Oak Cliff – Hector P. Garcia Middle, Felix G. Botello Elementary, Life School Oak Cliff Charter Secondary

**Areas of Opportunity:** Sports, Gardening, Cooking, Robotics, Photography preferred.

**Other Areas of Opportunity:** Dance, Coding, Robotics, Music Instruction, Art, Step, Yoga

\*Additional program areas will be considered with relevance to organization goals

**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 19 chapters, all of which serve at-risk youth in major urban centers.

**Roles and Responsibilities:**

The part-time Program Leader, under the direction of the Program Manager and Site Coordinator, is responsible for the daily implementation of the After-School All-Stars program model:

- Supervise and engage students at all times
- Be at the school site during program hours, approximately 3-6pm Mondays through Fridays
- Prepare and plan activities that reflect the required program curriculum
- Work in conjunction with the Site Coordinator and fellow Program Leaders to ensure the smooth delivery of program activities
- Complete attendance accurately and report absentees to the Site Coordinator
- Follow the ASAS code of student conduct when disciplining students
- Report disruptive behavior to the Site Coordinator
- 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 Site Coordinator
- Prepare supplies, materials, and any other items needed before meeting the students
- Support teachers during academic hour to maintain an atmosphere that is conducive to learning
- Attend professional development activities 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.

- 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 \$15 per hour. The hours for this position will range from 13-17 hours weekly. Tentative schedule is set for Monday through Friday from 3pm to 6pm for on-site programming.

## **To Apply:**

Please submit a resume and short letter of interest to [northtexasjobs@afterschoolallstars.org](mailto:northtexasjobs@afterschoolallstars.org). If you have a preference on site location(s) or activities to lead, you should include that in your email. Please put "ASAS NTX Program Leader" and your last name in the subject heading.