



POSITION: DALLAS PROGRAM LEADER

Organization: After-School All-Stars North Texas

School Locations:

North Dallas E.D. Walker Middle School, Thomas C. Marsh Preparatory Academy;
Oak Cliff / South Dallas – Hector P. Garcia Middle School, Life School Oak Cliff Charter,

Areas of Opportunity: Sports, Robotics, STEM, Coding, Music Instruction, Art, Nutrition, Gaming, Social Emotional Learning.

*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 (PM) and Site Coordinator (SC), is responsible for the daily implementation of the After-School All-Stars program model:

- Prepare and plan activities that reflect the required program curriculum
- Ensure cleanliness of classrooms, gym, and other areas of program
- Supervise and engage students at all times, prioritizing safety
- Be at the school site during program hours, approximately 3pm-6:30pm Mondays through Thursdays
- Work in conjunction with the SC and fellow Program Leaders to ensure the smooth delivery of program activities
- Complete attendance accurately and report absentees to SC
- Review and implement existing ASAS curriculum
- Prepare supplies, materials, and any other items needed before program starts
- Follow the ASAS student code of conduct when disciplining students
- Report disruptive behavior and/or areas of concern to the SC
- Assist with the distribution, supervision, and clean-up of snacks



- Assist in coordinating program equipment, materials, facilities, nutrition, and other needs on site
- Assist in planning end-of-semester culminating events
- Maintain professional and positive relationships with school staff, including principal, teachers, custodians, and office staff
- Follow proper reporting of time worked by adhering to ASAS sign-in/out procedures and notifying the SC of any absences in advance
- Attend professional development activities and meetings provided by ASAS
- Ability to adapt to various circumstances
- Help monitor student health and safety for COVID-19 related factors

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 underserved 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
- Knowledge of 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
- Excellent organizational skills
- Familiarity and experience with the Dallas's diverse populations strongly preferred
- Spanish speaker preferred
- Strong technology capabilities in case virtual enrichment is needed

Traits and Characteristics



To Apply:

Please submit a resume and short letter of interest to **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.

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