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**After-School All-Stars, Los Angeles**

Job Posting / Program Director Position

**DEPARTMENT**: Program Management        **TITLE**: Program Director

**REPORTS TO**:  Director of Operations **LOCATION**:  Hollywood, CA

**CLASSIFICATION: Full-Time, Exempt**

**POSITION SUMMARY:** Under the direction of the Director of Operations, the Program Director is responsible for the overall development, coordination, oversight and support of a region of 7-12 school sites offering after-school education programs to students in grades K-12 throughout LA County.

**AFTER-SCHOOL ALL-STARS, LA SUMMARY**

**After-School All-Stars, Los Angeles** (ASAS-LA) is a leading after-school program provider whose programs educate, enlighten and inspire thousands of students each day through after-school activities centered around academic support; health, fitness and nutrition; the visual and performing arts; and youth leadership and community service learning. ASAS-LA brings innovative, cutting-edge enrichment programs to K-12 students that contribute to reducing drug use, crime and violence; while proving a safe and supportive environment during the after school hours. The organization has more than 17,000 students participating annually across 52 schools located in deserving areas throughout LA County.

We are currently seeking an experienced leader and manager in the field of after-school to provide high-quality after school programs to deserving youth. This individual will lead a team of part-time (Program Specialists) and full-time staff (Site Mentors), while working closely with school day faculty and administration, to provide well-rounded academic support and enrichment programs to select schools. Fiscal management and strategic planning skills are a must.

**ESSENTIAL FUNCTIONS:**

* Maintain mission-based programming in a region of schools through effective leadership and management best practices.
* Responsible for maintaining sound business and program practices that are compliant with local, state, and federal program guidelines.
* Oversee all aspects of human resources/personnel matters within their region.
* Accountable for the monitoring of site-based budgets and reviewing/approving of expenses within their region.
* Evaluate and assess job performance of Site Mentors within a region.
* Responsible for analyzing external program evaluation outcomes for the purposes of planning and implementation of academic and enrichment initiatives within a region of schools.
* Other duties as assigned

**QUALIFICATIONS:**

* Minimum of 3 years experience overseeing multiple sites in a leadership and supervisory capacity in an after school, day camp or community youth outreach setting.
* Ability to work cooperatively and collaboratively with School District staff, public officials, private sector officials, parents and community leaders.
* Knowledge of quality criteria for after school programs.
* 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, managerial, and fiscal management skills.
* Background in managing state and federal funding sources including ASES and 21st CCLC grants.
* Proficient with basic computer software programs.
* CPR and First Aid Certifications.
* Must clear DOJ & FBI LiveScan, DMV H-6, and Tuberculosis Clearance
* At least 21 years of age.
* Fluency in a language other than English highly desirable.
* High school diploma required.
* Baccalaureate degree in education, social or human services, child development, recreation or related field is required.

**HOW TO APPLY:**

Interested Applicants: Please submit your qualified resume and cover letter and send to: [**jobs@la-allstars.org**](mailto:jobs@la-allstars.org)with “Program Director” in the subject line. In the body of the email, please tell us why you want to work at After-School All-Stars, Los Angeles and why you feel you are the right person for this job.