



Position: Program Manager

Organization: After-School All-Stars San Francisco Bay Area

Location: San Francisco

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 as a national organization by Arnold Schwarzenegger in 1992, ASAS is building a national model for after-school program delivery through our 15 chapters, all of which serve nearly 75,000 youth in major urban centers. With the recent award of a national expansion grant, ASAS will launch programs in the San Francisco Bay Area during the fall of 2016.

A Unique Opportunity:

ASAS is currently seeking an exceptional and dynamic leader for the Program Manager (PM) position. Reporting to the Executive Director, general responsibilities include overall program management and leadership, and the development and monitoring of programs at school sites.

Specific Responsibilities

- Responsible for effective program planning throughout the year that includes session planning, development of class selections for students, site visits, culminating events, collaboration with core day initiatives, and field trips.
- Implement programming according to the ASAS program design and ensure grant objectives and partner expectations are met.
- Ensure implementation of ASAS National Initiatives in school and summer camp programming.
- Recruit, hire, and train effective program staff, capable of managing and leading a classroom and ensure that staff are developing high quality, comprehensive after-school programming.
- Conduct performance reviews and evaluations for program staff.
- Develop and thoroughly understand site budget, and any grant compliance requirements.
- Responsible for maintaining student participation and attendance throughout the year via recruitment and retention activities, including “student voice and choice” strategies.
- Ensure that student records and attendance data are maintained in an accurate manner.
- Provide support for organizational operations such as payroll, verifying employee background checks, and reconciling spending reports.
- Serve as a liaison with school personnel and community groups to maintain positive public and working relations of program with community partners.
- Travel daily to school sites. Occasional travel to off-site meetings, trainings and events.
- Perform other duties as assigned

Who should apply?

The Program Manager should embody ASAS’s core values: accountable, collaborative, transparent, proactive, and entrepreneurial. The successful candidate will demonstrate the ability to lead, coach, and train program staff to accomplish demonstrated objectives. This position requires the flexibility to travel within the Bay Area, excellent relationship-building skills, and a commitment to the mission of ASAS.

- An undergraduate degree is required. Teaching experience or experience running after-school programs is preferred.
- Experience working in a leadership or supervisory capacity in a school, 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.
- Familiarity with quality criteria for after school programs.
- Familiarity with youth development principles and middle school aged youth
- Ability to communicate effectively and demonstrate sensitivity to others as well as respond to critical incidents and act swiftly in an emergency situation.
- Familiarity with basic computer software programs
- Must clear DOJ & FBI Livescan and Tuberculosis Clearance
- Familiarity and experience with diverse populations strongly preferred
- Availability to work evenings and Saturdays as needed; some travel within the United States required
- Must be on school site(s) during program hours of approximately 3:00-6:00pm

Salary and Benefits:

Salary is commensurate with qualifications and experience.

ASAS offers competitive benefits including, but not limited to health, dental, and vision. This position may include a cell phone and mileage reimbursement, depending on travel needs.

How to apply:

Please submit a cover letter, resume and three-year salary history via e-mail to:

asajobs@afterschoolallstars.org. Your cover letter should be in PDF format and answer the question: "What is your vision of a successful after school program?"

Please put "Program Manager, Bay Area" and your last name in the subject heading.

To learn more about ASAS, please visit our website:

www.afterschoolallstars.org