

**Company/Organization:**

After School All-Stars

**Location:**

Bay Area (San Francisco/Oakland)

**Position Title:**

Program Manager

**Job Summary:**

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 the commitment to the mission of ASAS.

Responsible for effective program planning throughout the year and implementing programming according to ASAS program design and National Initiatives and ensure grant objectives and partner expectations are met.

Recruit, hire, and train effective program staff and ensure staff are developing high quality, comprehensive after-school programming.

Develop and thoroughly understand site budget and any grant compliance requirements.

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

Perform other duties as assigned.

**Minimum Qualifications:**

An undergraduate degree is required. Teaching experience or experience running after-school program is preferred.

Experience working in a leadership or supervisory capacity in a school, after school, day camp or community youth outreach setting.

Familiarity with quality criteria for after school programs.

Familiarity with youth development principles for middle school aged youth.

Must clear DOJ & FBI Livescan and Tuberculosis Clearance

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 3:00-6:00 p.m.

**To Apply:**

asasjobs@afterschoolallstars.org