

**Company/Organization:**

After School All-Stars

**Location:**

Bay Area (Oakland)

**Position Title:**

Site Coordinator

**Full/Part Time:**

full-time

**Closing Date:**

August 18, 2016

**Job Summary:**

The Site Coordinator is responsible for the daily operations of the program, including, but not limited to, personnel, activities, and general program operations. Coordinate and monitor program activities to assure quality.

Maintain a clear and consistent line of communication with program staff, school administration and parents.

Maintain an inviting, safe, orderly environment. Monitoring student behavior on site during program hours and utilizing appropriate discipline measure as necessary.

Develop program schedules that incorporate student interests, required curricula and time frames, and ensure their accurate implementation, including student recruitment activities and culminating events.

Acquire and coordinate program equipment, materials, facilities, nutrition, and transportation as needed.

Maintain and forward fiscal data, including receipts, time sheets, material requests, evaluations, and attendance data to the Program Manager according to established procedure and timelines.

Visit classrooms on a daily basis. Review performance of staff and provide suggestions, demonstrations, and assistance for improvement, as needed.

Conduct regular meeting with staff and periodically with parents.

Check email daily to ensure that program updates and communication are reviewed in a timely manner.

Maintain accurate daily input of Cityspan for attendance.

Attend professional development activities and meetings provided by ASAS.

**Minimum Qualifications:**

The successful candidate will be a detail-oriented self-starter with strong leadership, organizational management, and communication skills. The Coordinator should exemplify ASAS's core values: entrepreneurial, proactive, transparent, collaborative, and accountable. Familiarity with youth development in the Oakland region is highly desired.

An undergraduate degree is required; BA in education, social or human services, child development, or related field is desirable.

One or more years' experience working in a leadership or supervisory capacity in an after-school, day camp or community youth outreach setting is preferred.

Experience working with low-income under served middle school youth.

Skill in data tracking, record keeping, writing reports, and maintaining student and staff records.

Must clear FBI and local background checks as well as a TB test clearance.

**To Apply:**

asasjobs@afterschoolallstars.org