



## **AfterZone Middle School Site Coordinator** **Position Description**

### **About PASA**

The Providence After School Alliance's (PASA) mission is to help close persistent opportunity gaps by expanding and improving quality after school, summer and other OST learning opportunities for all the youth of Providence. PASA does this by operating a system of public-private partnerships that contributes to student success and serves as a national model. PASA's partnership model engages middle and high school youth in a variety of learning opportunities that spark their curiosity, connect them to real world experiences, and allow them to explore their interests. For additional information on the PASA, go to [www.mypasa.org](http://www.mypasa.org).

PASA is seeking a full-time AfterZone Middle School Site Coordinator at a local Providence Middle School. This position is funded through a five-year 21st Century Community Learning Center grant through the Rhode Island Department of Education. The AfterZone Site Coordinator is the primary contact with RI Department of Education for 21st Century Community Learning Center activities. The ideal candidate has experience supervising education and enrichment programs with school-age youth, experience in youth development and community-based programs and has the ability to work with a wide-range of community partners, school administration and faculty.

### **Major Roles and Responsibilities**

#### **Youth development & retention**

- Actively engage youth in the design and implementation of the AfterZone
- Maintain a high level of communication with parents and families and host or participate in family events
- Provide support in the development and daily coordination of a youth learning and activity period called Club AfterZone
- Participate in the implementation of AfterZone and Hub (PASA's High School Initiative) transition framework

#### **Program implementation & system operations**

- Cooperate with school faculty, including school-based after school liaison and building principal, to ensure smooth program logistics
- Serve as main liaison between PASA staff and school partners to connect day time learning to after school learning
- Be available and accessible for daily communication with parents, youth, school staff and faculty, AfterZone staff, and program providers
- Provide oversight and coordination with PASA in responding to emergencies and problems on site
- Support the coordination of city wide projects and events

#### **Data and program quality**

- Oversee the collection, input, monitoring and review of youth data to measure and manage youth enrollment, participation, retention, and family outreach
- Work with PASA leadership and quality consultants to evaluate programming and site practice using a validated program assessment tool to ensure that youth participate in a quality learning experience
- Utilize youth and program data to manage relationships with program providers and school administration

#### **Staffing & site management structure**

- Supervise AfterZone front-line staff, volunteers and interns



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- Work to support and develop staff members through professional development opportunities and targeted program observations
- Manage the flow of program vendors during daily programming time
- Act as program vendor's supervisor during their funded programming time
- Act as AmeriCorps members' supervisor during their scheduled program time and coordinate member support and development with AmeriCorps project coordinator.

**Qualifications:**

Required:

- a) BA or AA in Education or related work experience with at least 2 years supervising education and enrichment programs with school-age youth
- b) Proven experience in youth development and community-based programs
- c) Ability to work with a wide-range of community partners in developing effective, collaborative partnerships
- d) Experience working closely with school administration and faculty
- e) Ability to serve as higher-level administrative staff person to guide and support the AfterZone effort (proficiency in Microsoft applications, office management, ability to compile notes and e-mail notices, etc.), including ability to understand and manage budgets
- f) Experience working in community-based programs, with a clear understanding of urban issues and communities

Desired:

- a) Working knowledge of Providence and the AfterZone communities
- b) Fluency in English and Spanish (or other languages)
- c) Experience managing and leading front-line program staff
- d) A working understanding of human services, youth development, and current trends in after-school programs.
- e) Experience working with middle school youth or in a school setting
- f) Experience working with databases, online resources, etc
- g) Master's degree or equivalent, along with 3+ years of related professional experience

The salary range is the mid \$30Ks depending upon experience plus benefits (medical, dental, 403 (b), FSA, holidays, vacation and sick days).

**To apply for the position**, please submit a current resume along with cover letter to:

Eric Collins  
Providence After School Alliance  
hr@mypasa.org

PASA prohibits discrimination in employment, educational programs, and activities on the basis of race, color, religion, gender, sexual orientation, national origin, socioeconomic status, disability or handicap, age, marital status, family responsibilities, political affiliation, veteran status, gender identity/expression, domestic partnership status or HIV status. PASA also affirms its commitment to providing equal opportunities and equal access to PASA facilities.