



### **Hub Part-Time Assistant Site Coordinator**

The Providence After School Alliance's (PASA) mission is to expand and improve quality expanded learning opportunities for Providence youth by organizing a citywide public/private system. Working in tandem with one another, PASA's AfterZone (for middle school) and Hub (for high school) initiatives offer Providence young people multiple pathways to learning beginning in middle school and continuing through high school. To learn more about PASA and our work please visit [www.mypasa.org](http://www.mypasa.org).

The Hub at The Juanita Sanchez Educational Complex (JSEC) is currently seeking a candidate for the position of Part-Time Assistant Site Coordinator. The Assistant Site Coordinator is responsible for supporting the Hub Coordinator at JSEC in managing the daily operations of after school and expanded learning programs. This is a **part-time, seasonal position**. Hours will range from **16-20 hours per week** depending upon the needs of the program. Programming hours are **Monday-Thursday 1:00-5:30pm. Select Fridays from 2:00-4:30 pm** will be required for ongoing planning and professional development.

#### **Job Responsibilities:**

- Strategically innovating The Hub through weekly strategy meetings and long term projects
- Aid with student recruitment, special events, field trips and student demonstration days
- Assist with filing, organization and maintaining student records
- Ensure that equipment and supplies are maintained and appropriate for use
- Set up and distribute snack, program setup and clean-up at the end of the day
- Manage daily student attendance and data input
- Facilitate positive and productive conversation during open office hours
- Maintain a high standard of professional communication while interfacing with program partners
- Communicate via phone and written messages with parents and families regarding attendance and participation
- Direct flow of student traffic during transition times and arrival/departure of youth
- Help organize and effectively execute transportation dismissal, emergency protocols & procedures
- Assist with the implementation of any surveys or other assessment materials
- Facilitate the Hub Student Squad (our youth advisory board) monthly meetings

#### **Required qualifications:**

- Valid National Background Check performed within the last eighteen (18) months, after February 1, 2015.
- Highly organized with experience in Microsoft Office, Google Drive and Gmail.
- Desire to work with high school youth in a positive youth development atmosphere;
- Creativity, patience, flexibility, and a sense of humor;
- Ability to improvise and remain mindful in potentially stressful situations;
- Previous work history with at least two years of working with youth;
- High school diploma or GED.

#### **Desired Qualifications:**

- Proven experience in youth development and community-based programs;
- Previous experience working in a licensed childcare program or after school program;
- Previous experience writing/planning activities for STEM, arts, sports, and/or skills;
- Bilingual Spanish/English skills (or other languages);
- Bachelor's degree or equivalent professional experience.



**Remuneration:**

- Applicants will be interviewed for open positions until filled; candidates will be hired as seasonal and/or part-time employees. Payment will range from \$10.50 – \$11.50 per hour based on experience with hours ranging between 16-20 hours per week during programming sessions.

To apply, please submit resume and cover letter to:  
Eric Collins, HR Coordinator, [ecollins@mypasa.org](mailto:ecollins@mypasa.org)

**OR:**

**Mail to:** Providence After School Alliance  
81 Carpenter St, Providence, RI 02903  
Fax (401) 228-3915

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