

# **AfterZone Middle School Site Coordinator**

## **Position Description**

The Providence After School Alliance's (PASA) mission is to expand and improve quality after-school, summer, and other expanded learning opportunities for the youth of Providence by organizing a sustainable, public/private system that contributes to student success and serves as a national model. PASA's middle school initiative—the AfterZone—knits together a network of partners from the public and private sector including the city, school department, community providers and businesses. By maximizing cross-sector strengths and resources, PASA engages middle school youth in a variety of expanded learning opportunities that spark their curiosity, connect them to real world experiences, and allow them to explore their interests. For additional information on the AfterZone, PASA and the AfterZone, go to [www.mypasa.org](http://www.mypasa.org).

PASA is seeking two full-time AfterZone Site Coordinators to oversee the successful daily implementation of our middle school initiative, the AfterZone. These positions are 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 current AfterZone Middle School Site Coordinator opening is at the following partner middle schools:

- Nathan Bishop Middle School

### **Job Responsibilities:**

#### **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, events, including the AfterZone's summer scholars program

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

- Oversee and supervise the collection and input of youth data used to measure youth participation, retention
- Review and monitor tracking tool and utilize daily data with program providers and the AfterZone team to manage enrollment, participation retention, and family outreach plans
- Work with PASA's Director of Middle School Initiatives, PASA's Director of Quality 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
- Review monitor and distribute program data on a daily to program providers, school administration, direct supervisor and PASA, weekly basis via web-based program management tool

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

- Supervise AfterZone front-line staff, volunteers and interns
- 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 corps member's supervisor during their scheduled program time and coordinate member support and development with AmeriCorps project coordinator.

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## Youth development & retention

- Actively engage youth in the design and implementation of the AfterZone and aid in the implementation of AfterZone and Hub (PASA's High School Initiative) transition framework
- 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 focused academic support program and a casual youth learning and activity period called Club AfterZone.

## 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 plus benefits, depending upon experience.

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

Eric Collins  
Providence After School Alliance  
81 Carpenter Providence, RI 02903  
ecollins@mypasa.org  
(401) 228-3915 (fax)

**PASA will begin reviewing applications on September 5<sup>th</sup>, 2017** and will accept applications until the position is filled. Additional information about the AfterZones and the Providence After School Alliance is available online at [www.mypasa.org](http://www.mypasa.org).

**PASA is an Equal Opportunity Employer**

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.